
PrimeroEdge

Free & Reduced Meals
Online Applications

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PrimeroEdge Food Service Solutions
PrimeroEdge Free & Reduced Meals Online Applications User Manual

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Software Version: 1.2.0.1

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Chapter 1:

General Information

In this chapter you will learn:

- ✓ Basics about PrimeroEdge Free & Reduced Meals for online application submission
- ✓ How to use this manual

Introduction

Cybersoft Technologies created the innovative PrimeroEdge Cafeteria Solutions family of software products and services to solve the wants and needs expressed by school food services experts. PrimeroEdge Cafeteria solutions help you gain greater control of your operations by reducing expenses through productivity enhancements, ease of training and increased accuracy.

The PrimeroEdge application provides the School Food Services Department with a technology infrastructure to improve the quality of service and simplify the process of meal accounting and reporting. This versatile software addresses the challenges faced in day-to-day operations with simple to use screens and user-friendly navigation tools.




Key Features

This manual reviews:

- Set up of the online Letter to Household
- Set up of the Letter to Household templates
- Six (6) step process that applicants use to complete and submit online applications with the PrimeroEdge Free and Reduced Meals web application .
- Validating online applications and notifying applicants.

How to use this manual

Icons that may be used in this manual include:

Icon	Name	What it means
	NOTE	Additional information on the use or function of the command or topic.
	CAUTION!	Information that is critical to the use of the function.
	TIP	Information that may help you use the function more effectively.

Screen Name — ADD ALL K-12 STUDENTS TO THE APPLICATION

What to do on this screen — Instructions for Applying

Message — We found some errors

Group Name — Add Student(s) to Application

★ Indicates a required field. ★ Highly recommended for faster processing.

★ Student ID / SSN

★ First Name

★ Last Name

Middle Name

★ Birth Date (mm/dd/yyyy)

★ School

★ Grade

★ Is this student a foster child? ☐ Yes ☒ No

★ Does this student receive income? ☐ Yes ☒ No

Add this student to the Application

Field —

Student(s) on Application

Currently there are no records available.

What to do next — If you are finished adding all K-12 students in your Household, please click "Next".

Option —

Button — NEXT

West Virginia Online Applications Procedure

1

**Set up Online Applications Letter to
Household in Free & Reduced Eligibility
Module (FRE)**

Chapter 2

2

**Set up Beginning of School Year &
Standard Letter to Household
in Free & Reduced Eligibility Module
(FRE)**

Chapter 3

3

**Applicant completes
online application(s)**

Chapters 4-9

4

**Validate online application(s) &
notify Applicants**

Chapter 10

Chapter 2:

Set Up Online Applications

Letter to Household

In this chapter you will learn how to:

- ✓ Customize the online application Letter to Household

Letter to Household

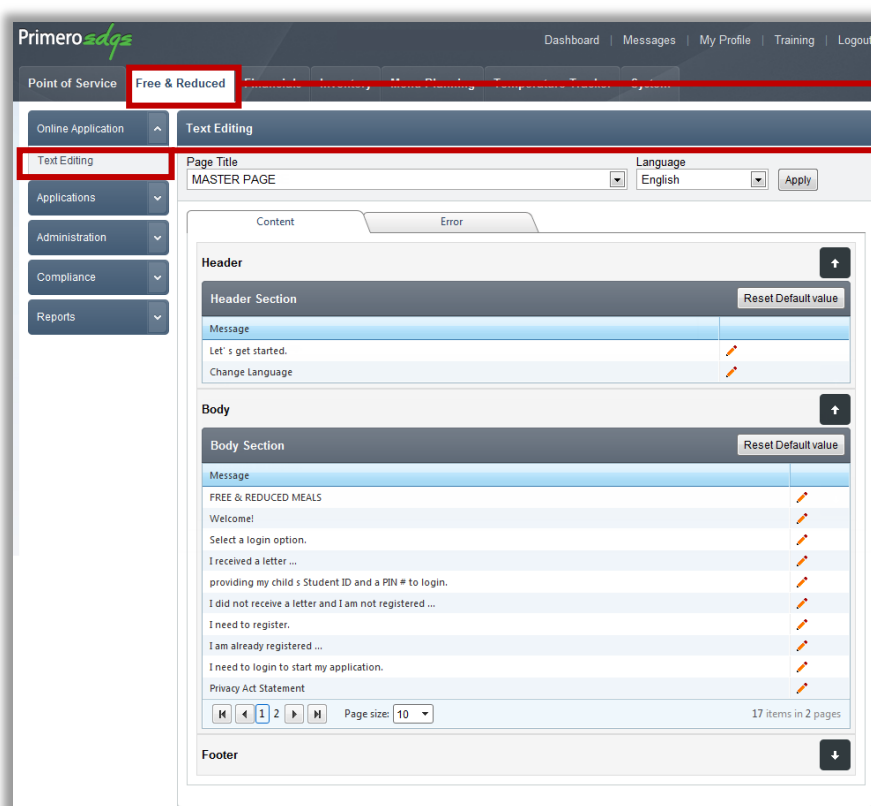
PrimeroEdge provides “default” or standard templates for several letters that are used with various functions. The standard letter includes text that you will want to change to customize the letter for use by your district.

The Free & Reduced Meals Online Applications module displays the Letter to Household after the applicant (usually parent or guardian) logs in. This letter includes the prices for full- and reduced-price meals and the eligibility guidelines for qualifying for reduced-price or free meals.

This chapter includes the steps to change selected items in the Letter to Household.

- Logon to PrimeroEdge.

- Click the **Free & Reduced** module tab.
- Expand the **Online Application** menu.
- Select **Text Editing**.



Text Editing

Page Title: LETTER TO HOUSEHOLD Language: English Apply

Content Error

Header ↑

Header Section Reset Default value

Message

Letter to Household

Body ↑

Body Section Reset Default value

Message

Food Service Department

Dear Parent/Guardian:

Children need healthy meals to learn. _____ offers healthy meals every school day. Breakfast costs \$1.25. Lunch costs \$2.00 in Elementary and Intermediate Schools; \$2.25 for Jr. High and High Schools. The reduced price is \$0.30 for breakfast and \$0.40 for lunch. Your children may qualify for free or reduced-price meals if your household income falls within the limits on this chart.

INCOME ELIGIBILITY GUIDELINES 2009 - 10			
Household Size	Annual	Monthly	Weekly
1	20,036	1,670	386
2	26,955	2,247	519
3	33,874	2,823	652
4	40,793	3,400	785
5	47,712	3,976	918
6	54,631	4,553	1,051
7	61,550	5,130	1,184
8	68,469	5,706	1,317
Each Additional Person:	6,919	577	134

1. Do I need to fill out an application for each child? No. Complete the application to apply for free or reduced-price meals. Use one Free and Reduced-Price School Meals Application for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: _____ phone number _____

2. Who can get free meals? Children in households getting Supplemental Nutrition Assistance Program (SNAP) benefits (formerly the Food Stamp Program) or TANF can get free meals regardless of your income. Your benefit letter from the Texas Health and Human Services Commission (HHSC) is your documentation for free meals. If you have not already received a letter from your school stating that your household is eligible for free meals you may take your HHSC benefits letter to your child nutrition office to be certified for free meals. Your children can get free meals if your household income is within the free limits on the Federal Income Guidelines and you must complete this application and submit to your child nutrition office. Head Start students and most foster children also qualify for free meals.

3. Should I fill out an application if I got a letter this school year saying my children are approved for free or reduced-price meals? In most cases no, however read the letter you got carefully and follow the instructions. Call the Child Nutrition Department at _____ if you have questions if you have questions.

4. Can homeless, runaway and migrant children get free meals? Yes. If you have not been notified of free status under these categories, please call _____ to see if your child(ren) qualify.

5. Who can get reduced price meals? Your children can get low cost meals if your household income is within the reduced-price limits on the Federal Income Chart, included in this application packet.

6. I get WIC. Can my child(ren) get free meals? Children in households participating in WIC may be eligible for free or reduced-price meals. Please fill out an application.

• Will the information I give be checked? Yes, we may ask you to send written proof.

• If I don't qualify now, may I apply later? Yes. You may apply at any time during the school year if your household size goes up, income goes down, or if you start getting Food Stamps, TANF or other benefits.

• What if I disagree with the school's decision about my application? You should talk to school officials. You also may ask for a hearing by calling or writing to: _____

• May I apply if someone in my household is not a U.S. citizen? Yes. You or your child(ren) do not have to be a U.S. citizen to qualify for free or reduced-price meals.

• Who should I include as members of my household? You must include yourself and all people living in your household, related or not (such as children, grandparents, other relatives or friends).

• What if my income is not always the same? List the amount that you normally receive. For example, if you normally get \$1000 each month, but you missed some work last month and only got \$900, put down that you get \$1000 per month. If you normally get overtime pay, include that amount as income. If you do not normally get overtime pay, do not include it as income.


• We are in the military, do we include our housing allowance as income? If your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. All other allowances must be included in your gross income. If you have other questions or need help, call: _____. Si necesita ayuda, por favor llame al teléfono: _____.
Si vous voudriez d'aide, contactez nous au numero: _____.
Sincerely,

Director of Child Nutrition

Footer ↓

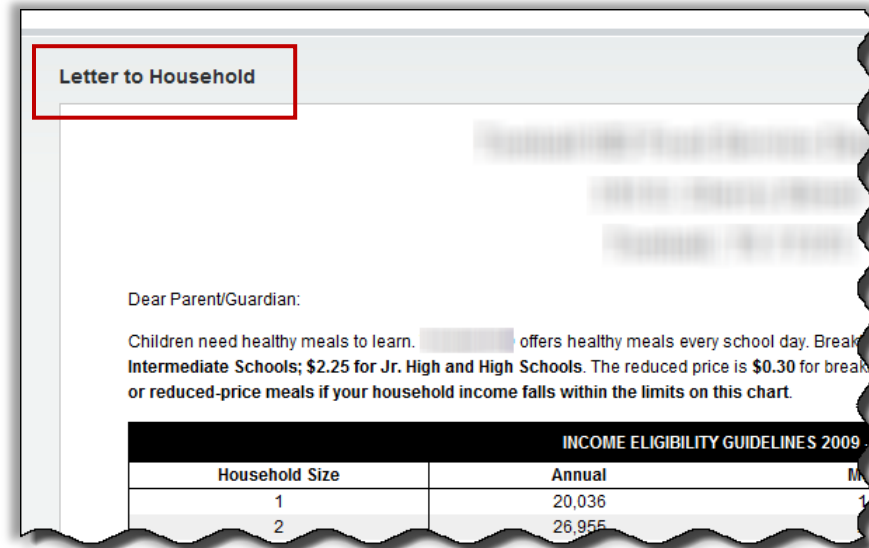
On the *Text Editing* screen:

- In **Page Title**, select "Letter to Household".

- Click .

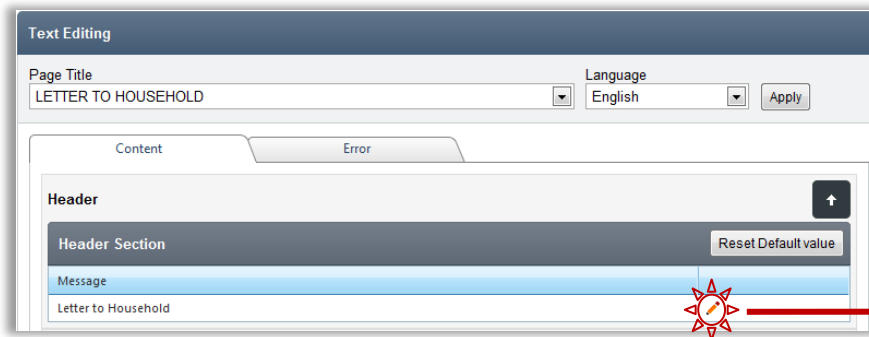
The Letter to Household includes **Header** and **Body** sections. The Body section is divided into three parts.

All four areas display the **Edit** () icon.

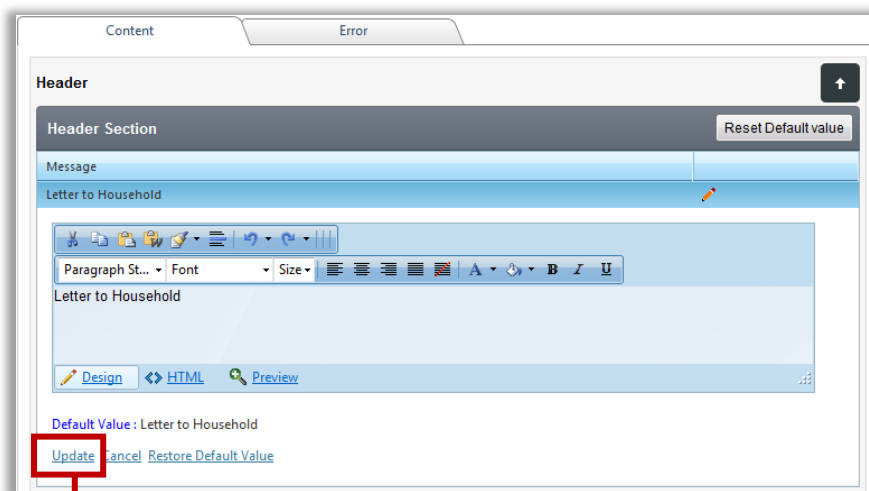


The **Header** section includes the letter title.

The letter title is shown on the first screen after the applicant logs into the Free & Reduced Meals Online Application.



In **Header Section**:



In the document text area:

- In the letter title, make changes, if desired.

The screenshot shows the 'Header' section of an application editor. It includes a 'Header Section' tab with a 'Reset Default value' button. Below this is a 'Message' field containing the text 'Letter to Student Household'. A rich text editor toolbar is visible, followed by a preview of the letter content. At the bottom, a status bar shows 'Current Value : Letter to Student Household' and 'Default Value : Letter to Household', with 'Update', 'Cancel', and 'Restore Default Value' buttons.

In the **Header Section**:

- **Current Value** displays what will be shown to the applicant.

The screenshot shows the online application form. The title 'Letter to Student Household' is highlighted with a red box. Below the title, the form content includes the text 'Dear Parent/Guardian:', 'Children need healthy meals to learn. [redacted] offers healthy meals every school day. Breakfast [redacted] (ELEMENARY LUNCH COST); lunch costs: Elementary [ELEMENTARY LUNCH COST], Secondary [SECONDARY BREAKFAST COST]'. The form has a wavy bottom edge.

The updated title as it appears to the online applicant.

In the **Body Section**:

Body

Body Section Reset Default value

Message

Food Service Department

Dear Parent/Guardian:
Children need healthy meals to learn. [redacted] offers healthy meals every school day. Breakfast costs \$1.25. Lunch costs \$2.00 in Elementary and Intermediate Schools; \$2.25 for Jr. High and High Schools. The reduced price is \$0.30 for breakfast and \$0.40 for lunch. Your children may qualify for free or reduced-price meals if your household income falls within the limits on this chart.

Household Size	Annual	Monthly	Weekly
1	20,036	1,670	386
2	26,955	2,247	519
3	33,874	2,823	652
4	40,793	3,400	785
5	47,712	3,976	918
6	54,631	4,553	1,051
7	61,550	5,130	1,184
8	68,469	5,706	1,317
Each Additional Person:	6,919	577	134

1 **Food Service Department**

2 **FOOD SERVICE DEPARTMENT**

3 **FOOD SERVICE DEPARTMENT**

4 Dear Parent/Guardian:
Children need healthy meals to learn. [redacted] offers healthy meals every school day. Breakfast costs \$1.25. Lunch costs \$2.00 in Elementary and Intermediate Schools; \$2.25 for Jr. High and High Schools. The reduced price is \$0.30 for breakfast and \$0.40 for lunch. Your children may qualify for free or reduced-price meals if your household income falls within the limits on this chart.

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7	61,550	5,130	1,184
8	68,469	5,706	1,317
Each Additional Person:	6,919	577	134

Design HTML Preview


Default Value:

Food Service Department

Dear Parent/Guardian:
Children need healthy meals to learn. [redacted] offers healthy meals every school day. Breakfast costs \$1.25. Lunch costs \$2.00 in Elementary and Intermediate Schools; \$2.25 for Jr. High and High Schools. The reduced price is \$0.30 for breakfast and \$0.40 for lunch. Your children may qualify for free or reduced-price meals if your household income falls within the limits on this chart.

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6	54,631	4,553	1,051
7	61,550	5,130	1,184
8	68,469	5,706	1,317
Each Additional Person:	6,919	577	134

[Update](#) [Cancel](#) [RestoreDefaultValue](#)

- In the top body area, click **Edit** ().

- Expand the text area with the window handles.
- Click inside the text area and make changes as needed to the four numbered lines shown in the example.

- Click the [Update](#) link.

1. Do I need to fill out an application for each child? No. Complete the application to apply for free or reduced-price meals. Use one Free and Reduced-Price School Meals Application for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: _____

2. Who can get free meals? Children in households getting Supplemental Nutrition Assistance Program (SNAP) benefits (formerly the Food Stamp Program) or TANF can get free meals regardless of your income. Your benefit letter from the Texas Health and Human Services Commission (HHSC) is your documentation for free meals. If you have not already received a letter from your school stating that your household is eligible for free meals you may take your HHSC benefits letter to your child nutrition office to be certified for free meals. Your children can get free meals if your household income is within the free limits on the Federal Income Guidelines and you must complete this application and submit to your child nutrition office. Head Start students and most foster children also qualify for free meals.

3. Should I fill out an application if I got a letter this school year saying my children are approved for free or reduced-price meals? In most cases no, however read the letter you got carefully and follow the instructions. Call the Child Nutrition Department at _____ if you have questions.

4. Can homeless, runaway and migrant children get free meals? Yes. If you have not been notified of free status under these categories, please call _____ to see if your child(ren) qualify.

5. Who can get reduced price meals? Your children can get low cost meals if your household income is within the reduced-price limits on the Federal Income Chart, included in this application packet.

6. I get WIC. Can my child(ren) get free meals? Children in households participating in WIC may be eligible for free or reduced-price meals. Please fill out an application.

1. Do I need to fill out an application for each child? No. Complete the application to apply for free or reduced-price meals. Use one Free and Reduced-Price School Meals Application for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: Tom Smith, Child Nutrition Department, 1234 Cowboy Lane, Houston, TX 77068, phone number 281-123-1234, Ext. 123.

2. Who can get free meals? Children in households getting Supplemental Nutrition Assistance Program (SNAP) benefits (formerly the Food Stamp Program) or TANF can get free meals regardless of your income. Your benefit letter from the Texas Health and Human Services Commission (HHSC) is your documentation for free meals. If you have not already received a letter from your school stating that your household is eligible for free meals you may take your HHSC benefits letter to your child nutrition office to be certified for free meals. Your children can get free meals if your household income is within the free limits on the Federal Income Guidelines and you must complete this application and submit to your child nutrition office. Head Start students and most foster children also qualify for free meals.

3. Should I fill out an application if I got a letter this school year saying my children are approved for free or reduced-price meals? In most cases no, however read the letter you got carefully and follow the instructions. Call the Child Nutrition Department at (281) 123-1234, Ext. 123 if you have questions if you have questions.


4. Can homeless, runaway and migrant children get free meals? Yes. If you have not been notified of free status under these categories, please call Jane Jones, Coordinator of Community Services, 281-123-1234, Ext. 123 to see if your child(ren) qualify.

5. Who can get reduced price meals? Your children can get low cost meals if your household income is within the reduced-price limits on the Federal Income Chart, included in this application packet.

6. I get WIC. Can my child(ren) get free meals? Children in households participating in WIC may be eligible for free or reduced-price meals. Please fill out an application.

Update Cancel RestoreDefaultValue



- In the middle body area, click **Edit** ().

- Expand the text area with the window handles.

- Click inside the text area and make changes as needed to the three numbered paragraphs shown in the example.

- Click the [Update](#) link.

Will the information I give be checked? Yes, we may ask you to send written proof.

If I don't qualify now, may I apply later? Yes. You may apply at any time during the school year if your household size goes up, income goes down, or if you start getting Food Stamps, TANF or other benefits.

What if I disagree with the school's decision about my application? You should talk to school officials. You also may ask for a hearing by calling or writing to: _____

May I apply if someone in my household is not a U.S. citizen? Yes. You or your child(ren) do not have to be a U.S. citizen to qualify for free or reduced-price meals.

Who should I include as members of my household? You must include yourself and all people living in your household, related or not (such as children, grandparents, other relatives or friends).

What if my income is not always the same? List the amount that you normally receive. For example, if you normally get \$1000 each month, but you missed some work last month and only got \$900, put down that you get \$1000 per month. If you normally get overtime pay, include that amount as income. If you do not normally get overtime pay, do not include it as income.

We are in the military, do we include our housing allowance as income? If your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. All other allowances must be included in your gross income. If you have other questions or need help, call: _____ Si necesita ayuda, por favor llame al teléfono: _____

Si vous voudriez d'aide, contactez nous au numéro: _____

Sincerely,

Director of Child Nutrition

Normal Arial Size [font settings]

Will the information I give be checked? Yes, we may ask you to send written proof.

If I don't qualify now, may I apply later? Yes. You may apply at any time during the school year if your household size goes up, income goes down, or if you start getting Food Stamps, TANF or other benefits.

What if I disagree with the school's decision about my application? You should talk to school officials. You also may ask for a hearing by calling or writing to: **John James, Assistant Superintendent, 310 Cowboy Lane, Houston, TX 77068, 281-123-1234.**

May I apply if someone in my household is not a U.S. citizen? Yes. You or your child(ren) do not have to be a U.S. citizen to qualify for free or reduced-price meals.

Who should I include as members of my household? You must include yourself and all people living in your household, related or not (such as children, grandparents, other relatives or friends).

What if my income is not always the same? List the amount that you normally receive. For example, if you normally get \$1000 each month, but you missed some work last month and only got \$900, put down that you get \$1000 per month. If you normally get overtime pay, include that amount as income. If you do not normally get overtime pay, do not include it as income.

We are in the military, do we include our housing allowance as income? If your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. All other allowances must be included in your gross income. If you have other questions or need help, call: **281-123-1234, Ext.123.** Si necesita ayuda, por favor llame al teléfono: **281-123-1234, Ext.123.** Si vous voudriez d'aide, contactez nous au numéro: **281-123-1234, Ext.123.**

Sincerely,

Kate Smith
Director of Child Nutrition

Design HTML Preview

Default Value:

Will the information I give be checked? Yes, we may ask you to send written proof.

If I don't qualify now, may I apply later? Yes. You may apply at any time during the school year if your household size goes up, income goes down, or if you start getting Food Stamps, TANF or other benefits.

What if I disagree with the school's decision about my application? You should talk to school officials. You also may ask for a hearing by calling or writing to: _____, Assistant Superintendent.

May I apply if someone in my household is not a U.S. citizen? Yes. You or your child(ren) do not have to be a U.S. citizen to qualify for free or reduced-price meals.

Who should I include as members of my household? You must include yourself and all people living in your household, related or not (such as children, grandparents, other relatives or friends).

What if my income is not always the same? List the amount that you normally receive. For example, if you normally get \$1000 each month, but you missed some work last month and only got \$900, put down that you get \$1000 per month. If you normally get overtime pay, include that amount as income. If you do not normally get overtime pay, do not include it as income.

We are in the military, do we include our housing allowance as income? If your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. All other allowances must be included in your gross income. If you have other questions or need help, call: _____ Si necesita ayuda, por favor llame al teléfono: _____

Si vous voudriez d'aide, contactez nous au numéro: _____

Sincerely,

Director of Child Nutrition

Update Cancel RestoreDefaultValue

▪ In the lower body area, click **Edit** (✎).

▪ Expand the text area with the window handles.

▪ Click inside the text area and make changes as needed to the three numbered paragraphs shown in the example.

▪ Click the **Update** link.

Chapter 3:

Set Up Letter to Household

Templates

In this chapter you will learn how to:

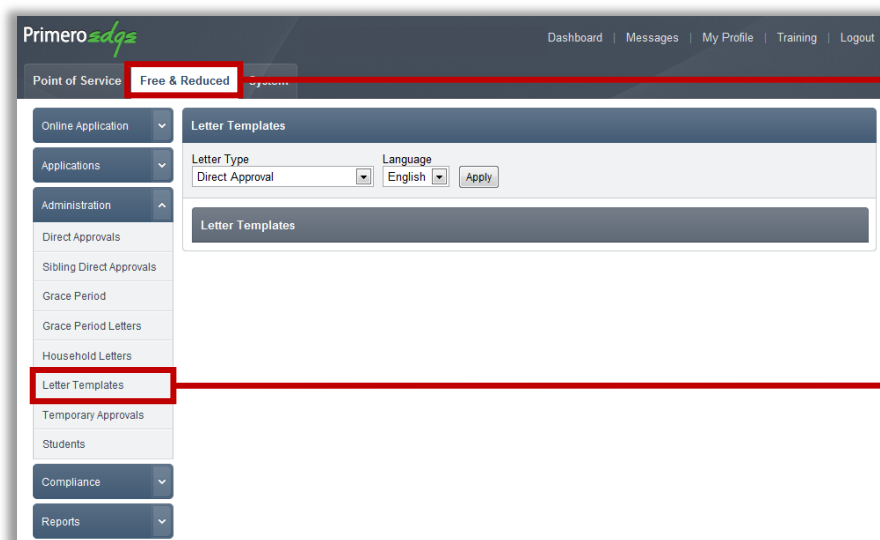
- ✓ Create the Beginning of School Year Letter to Household.
- ✓ Activate the Beginning of School Year Letter to Household.
- ✓ Print the Beginning of School Year Letter to Household.
- ✓ Active the Standard Letter to Household.

Activate Letter to Household

In the previous chapter, you updated the Letter to Household that is shown to the applicant when they access the Free & Reduced Meals Online Applications through the website. Next, you will:

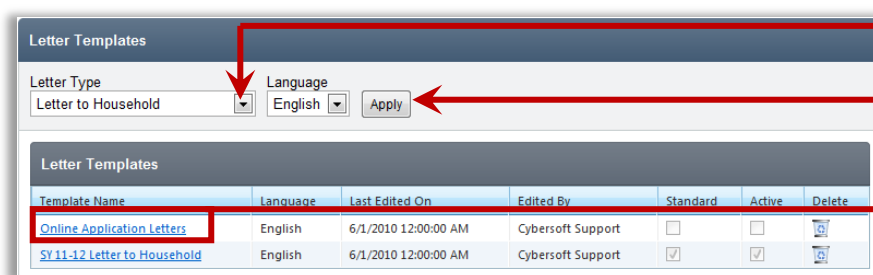
- Step 1: Create and activate the Letter to Household that is printed and sent to all households at the beginning of the school year describing the online application process
- Step 2: Activate the Letter to Household that is printed and sent to all households throughout the school year with frequently asked questions about the application process.

Step 1: Beginning of School Year Letter to Household



- Click the **Free & Reduced** module tab.
- Expand the **Administration** menu.
- Select **Letter Templates**.

On the *Letter Templates* screen:



- In **Letter Type**, select "Letter to Household".
- Click .
- Click the [Online Application Letters](#) link.

In the Template window:

- Click

Save As

«District»
Child Nutrition Department
School Year 2011-2012
Letter to Household

Printed: «Date»

To the parents of,
«Child Name»
«Street Address»
«City,State,Zip»

Dear Parent / Guardian:

We are pleased to inform you that you can now submit Free and Reduced-Priced Meal Applications online by logging onto «Website Link». The application process is quick and easy. This process will require an adult to login using the Household PIN provided below along with the Student ID of any student in your household. Applying online will speed up the determination process and benefits can be utilized sooner. Please remember to include all students in your household on the same application.

Household PIN: «Household PIN » Website: «Website Link»

«Child Name»	«Student ID»	«School Name»	«Grade»
--------------	--------------	---------------	---------

If you would like to complete a paper application, you can pick one up at your child's school or at «Determining Official Address». If you have any questions, please feel free to contact us at «Determining Official Phone Number».

Sincerely,

«Determining Official»

In accordance with Federal law and U.S. Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.
To file a complaint alleging discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue SW, Washington, DC 20250-9410 or call, toll free, (866) 632-9992 (voice). Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

In the *Template Save* dialog:

- In **Save Template as:**, enter a name for the new letter.

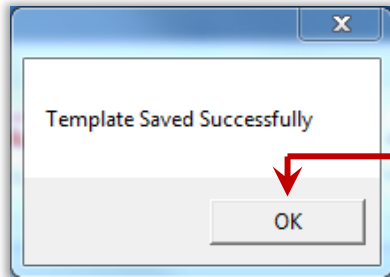
Save Template as: Beginning of Year Letter

☐ Set this Template as Active

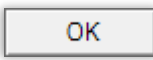

OK Cancel

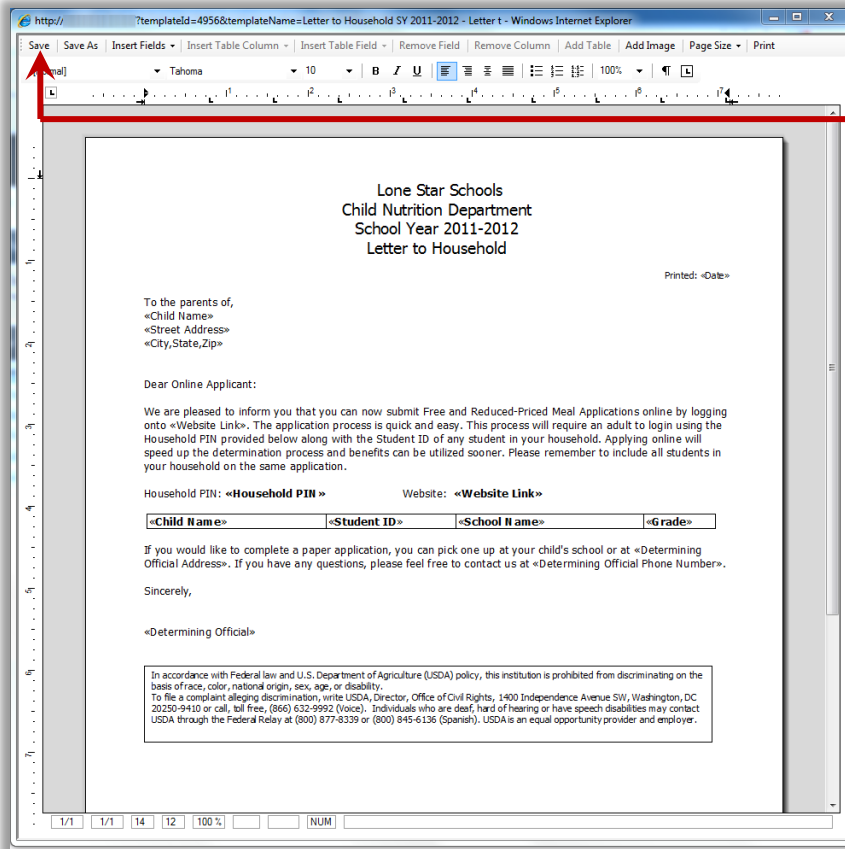
- Click

OK

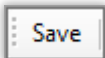


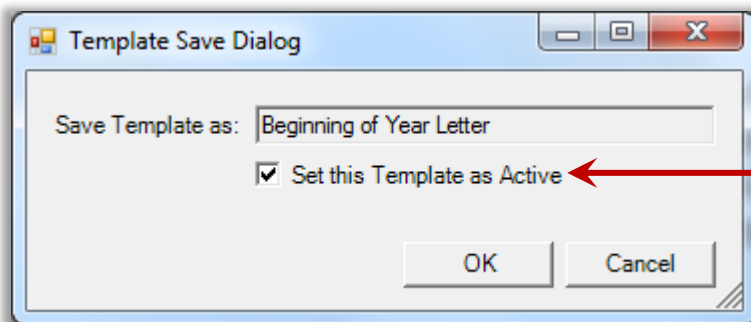
In the success message dialog:

- Click .
- Click **Exit** () to close the Online Application Letters template window.



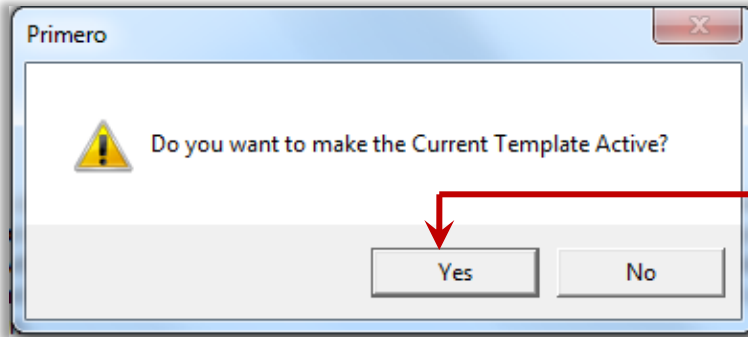
In the new template:

- Make changes to letter text by adding or removing fields or text.
- Click .



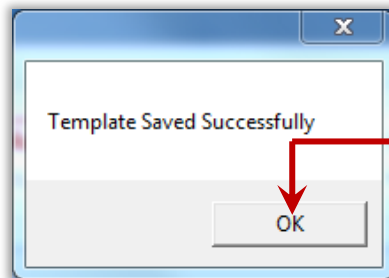
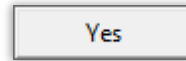
In the *Template Save* dialog:

- Select **Set this Template as Active** (add check mark).



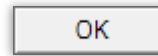
In the confirmation dialog:

- Click

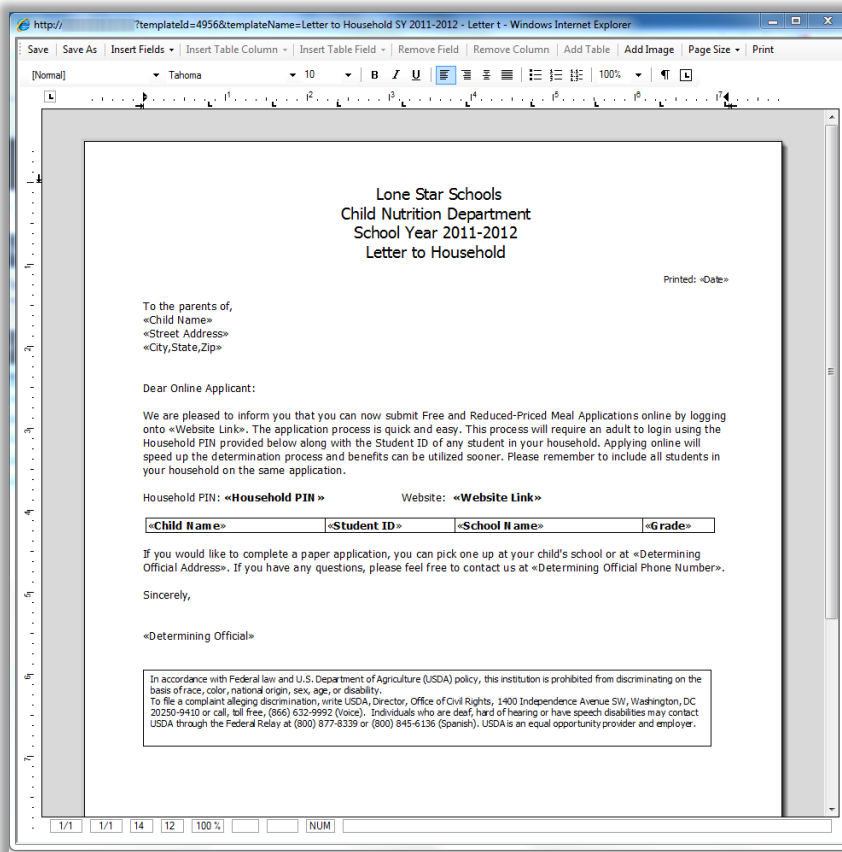


In the success message dialog:

- Click



to close the message.



In the Template window:

- Click **Exit** (X icon) to close the template window.

Step 2: Print Beginning of School Year Letter to Household

PrimoEdge

Dashboard | Messages | My Profile | Training | Logout

Point of Service | **Free & Reduced** | System

Online Application

Applications

Administration

Direct Approvals

Sibling Direct Approvals

Grace Period

Grace Period Letters

Household Letters

Letter Templates

Temporary Approvals

Students

Compliance

Reports

Household Letters

Site Code: -- ALL -- Site: -- ALL --

Sort By: ☒ ZIP Code ☐ School ☐ School and Grade

Include: ☒ Grace Period Students ☒ Students with no current eligibility

Apply

- Click the **Free & Reduced** module tab.
- Expand the **Administration** menu.
- Select **Household Letters**.

Household Letters

Site Code: -- ALL -- Site: -- ALL --

Sort By: ☐ ZIP Code ☐ School ☒ School and Grade

Include: ☒ Grace Period Students ☒ Students with no current eligibility

Apply

School Code	Student ID	Last Name	First Name	Print
0001	000000001	ABIGAIL	ABIGAIL	
0001	000000002	ADAM	ADAM	
0001	000000003	ALEXIS	ALEXIS	
0001	000000004	ALEXIS	ALEXIS	
0001	000000005	AMANDA	AMANDA	
0001	000000006	ANDREW	ANDREW	
0001	000000007	APRIL	APRIL	
0001	000000008	ARCHER	ARCHER	
0001	000000009	ARRINGTON	ARRINGTON	
0001	000000010	ASHLEY	ASHLEY	

1199 items in 120 pages

On the *Household Letters* screen:

- In **Site Code** or **Site**, accept “-ALL-” or select a site.
- In **Sort By**, choose one sort option.
- In **Include**, select one or more options (add check mark).
- Click .

Household Letters

Site Code: -- ALL -- Site: -- ALL --

Sort By: ☐ ZIP Code ☐ School ☒ School and Grade

Include: ☒ Grace Period Students ☒ Students with no current eligibility

School Code	Student ID	Last Name	First Name	Print
101			ABIGAIL	<input checked="" type="checkbox"/>
101			ADAM	<input checked="" type="checkbox"/>
101			ALEXIS	<input checked="" type="checkbox"/>
101			ALEXIS	<input checked="" type="checkbox"/>
101			AMANDA	<input checked="" type="checkbox"/>
101			ANDREW	<input checked="" type="checkbox"/>
101			APRIL	<input checked="" type="checkbox"/>
101			ARCHER	<input checked="" type="checkbox"/>
101			ARRINGTON	<input checked="" type="checkbox"/>
101			ASHLEY	<input checked="" type="checkbox"/>

Page size: 10 1199 items in 120 pages

In the **Household Letters** group:

- Select **Select All** (add check mark).

- Click .

Step 3: Activate Standard Letter to Household

Activate the Standard Letter to Household Letter

Primero *edg*

Dashboard | Messages | My Profile | Training | Logout

Point of Service: **Free & Reduced** System

Online Application:

Applications:

Administration:

Direct Approvals

Sibling Direct Approvals

Grace Period

Grace Period Letters

Household Letters

Letter Templates

Temporary Approvals

Students

Compliance

Reports

- Click the **Free & Reduced** module tab.

- Expand the **Administration** menu.

- Select **Letter Templates**.

On the *Letter Templates* screen:

Letter Templates

Letter Type: Letter to Household Language: English Apply

Template Name	Language	Last Edited On	Edited By	Standard	Active	Delete
Beginning of Year Letter	English	7/22/2011 2:57:27 PM	Cybersoft Support	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Online Application Letters	English	6/1/2010 12:00:00 AM	Cybersoft Support	<input type="checkbox"/>	<input type="checkbox"/>	
SY 11-12 Letter to Household	English	6/1/2010 12:00:00 AM	Cybersoft Support	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

- In **Letter Type**, select "Letter to Household".

- Click .

- Click the [SY 11-12 Letter to Household](#) link.

In the letter editor window:

Save Save As Insert Fields Insert Table Column Insert Table Field Remove Field Remove Column Add Table Add Image Page Size Print

«District»
Child Nutrition Department
School Year 2011-2012
Letter to Household

Printed : «Date»

To the parents of
«Child Name»
«Street Address»
«City, State, Zip»

Dear Parent/Guardian:

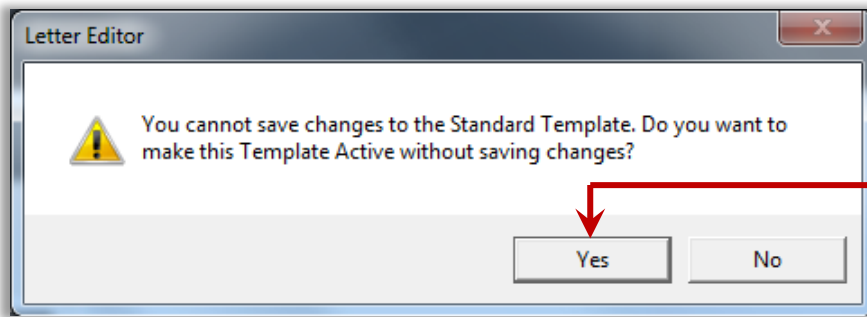
Children need healthy meals to learn. «District» offers healthy meals every school day. Breakfast costs: Elementary [\$x.xx], Secondary [\$x.xx]; Lunch costs: Elementary [\$x.xx], Secondary [\$x.xx]. **Your children may qualify for free or reduced-price meals if your household income falls below the limits on the Federal Income Guidelines.** The reduced price is [\$x.xx] for breakfast and [\$x.xx] for lunch.

«Child Name»	«Student ID»	«School Name»	«Grade»
--------------	--------------	---------------	---------

- Do I need to fill out an application for each child?** No. Complete the application to apply for free or reduced-price meals. Use one Free and Reduced-Price School Meals Application for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. **Return the completed application to: [NAME, MAILING ADDRESS, PHONE NUMBER] or your school office.**
- Who can get free meals?** All children in households receiving SNAP (Supplemental Nutrition Assistance Program), FDIPIR (Food Distribution Program on Indian Reservations), or TANF (Temporary Assistance for Needy Families), can get free meals regardless of your income. Also, your children can get free meals if your household's gross income is within the free limits on the Federal Income Eligibility Guidelines.
- Can foster children get free meals?** Yes, foster children that are under the legal responsibility of a foster care agency or court, are eligible for free meals. Any foster child in the household is eligible for free meals regardless of income.
- Can homeless, runaway and migrant children get free meals?** Yes, children who meet the definition of homeless, runaway, or migrant qualify for free meals. If you have not been told your children will get free meals, **please call the Homeless Liaison Office at [PHONE NUMBER]** to see if you qualify.
- Who can get reduced price meals?** Your children can get low cost meals if your household income is within the reduced-price limits on the Federal Eligibility Income Chart, shown on this application.
- Should I fill out an application if I received a letter this school year saying my children are approved for free meals?** Please read the letter you got carefully and follow the instructions. Call the school at [PHONE NUMBER] if you have questions.
- My child's application was approved last year. Do I need to fill out another one?** Yes. Your child's application is only good for that school year and for the first few days of this school year. You must send in a new application unless the school told you that your child is eligible for the new school year.

1/1 1/2 1 0 100% NUM

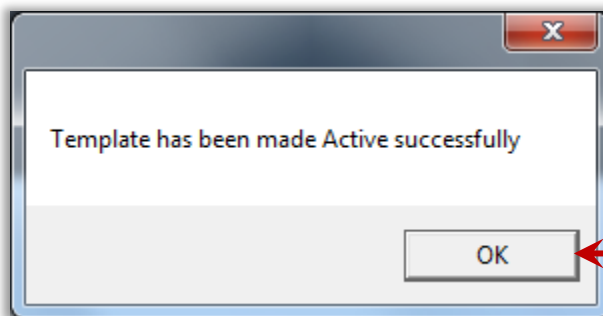
- Click .



In the *Letter Editor* question dialog:

- Click

Yes



In the success message dialog:

- Click

OK

Letter Templates

Letter Type




Letter to Household

Language

English

Apply

Letter Templates

Template Name	Language	Last Edited On	Edited By	Standard	Active	Delete
Beginning of Year Letter	English	7/22/2011 2:57:27 PM	Cybersoft Support	<input type="checkbox"/>	<input type="checkbox"/>	
Online Application Letters	English	6/1/2010 12:00:00 AM	Cybersoft Support	<input type="checkbox"/>	<input type="checkbox"/>	
SY 11-12 Letter to Household	English	6/1/2010 12:00:00 AM	Cybersoft Support	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

In the Letter Templates list, [SY 11-12 Letter to Household](#) is now the "Active" letter.

Chapter 4:

Applicant Login

In this chapter you will learn how the applicant:

- ✓ Logs in to the PrimeroEdge Free and Reduced Meals Online Applications
- ✓ Views the Privacy Act Statement and Non-Discrimination Statement
- ✓ Views contact information for application support
- ✓ Registers a Username and Password in the Free & Reduced Meals Online Applications system
- ✓ Reviews Eligibility Guidelines

Accessing Free & Reduced Meals Online Applications

FREE & REDUCED MEALS Change Language English

Welcome! Let's get started. Select a login option.

I received a letter ...
providing my child's Student ID and a PIN # to login.

I did not receive a letter and I am not registered ...
I need to register.

I am already registered ...
I need to login to start my application.

Complete Your Application in **3 Easy Steps!**

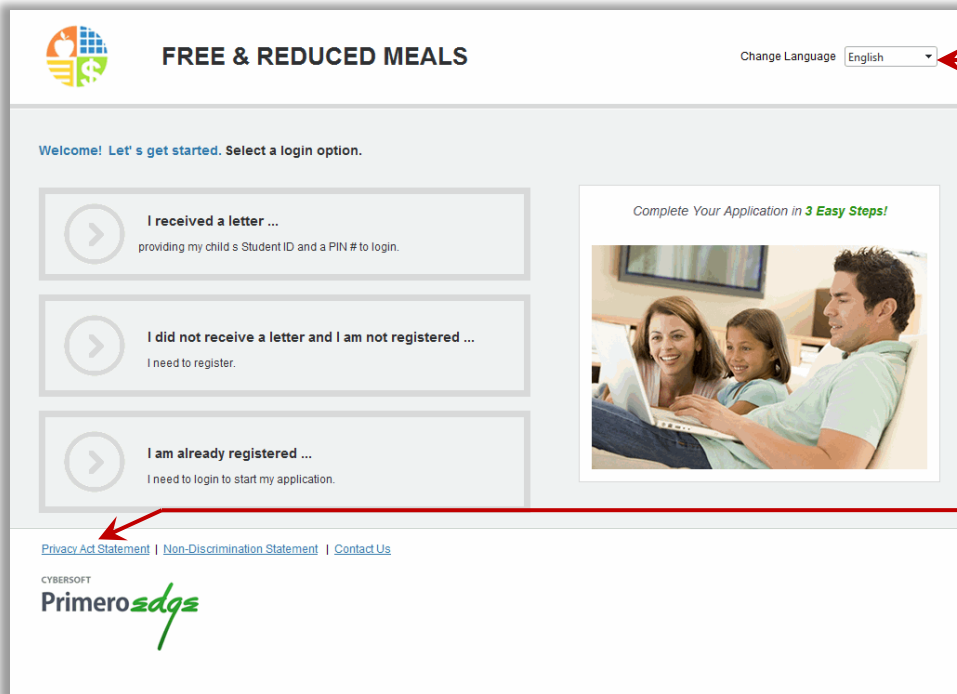
[Privacy Act Statement](#) | [Non-Discrimination Statement](#) | [Contact Us](#)

CYBERSOFT
PrimeroEdge

The applicant will:

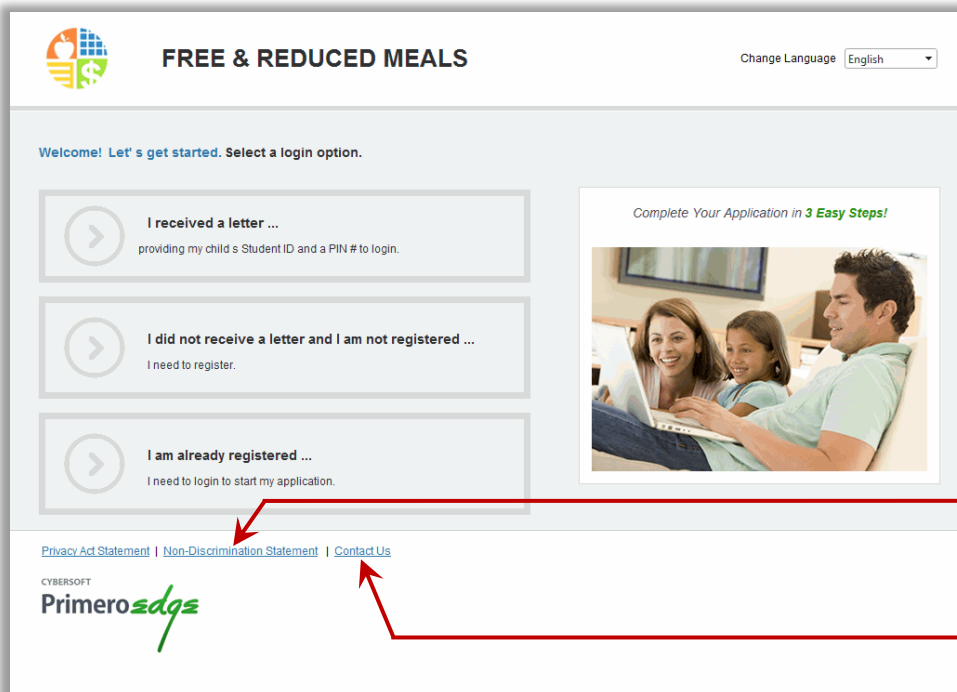
- 1 **Open** an Internet browser, such as Microsoft Internet Explorer.
- 2 **Go to** the district provided website for Free and Reduced Meals.
- 3 **See** this screen.

Reviewing the Free & Reduced Meals Screen



On each page the applicant can:

- **Select** Spanish to view web site pages with Spanish text.
- **Click** this link to view the Privacy Act Statement.



- **Click** this link to view the Non Discrimination Statement.
- **Click** this link to view contact information. Contact information includes the Cybersoft toll free support phone number.

Step1: Logging In

Choosing a Login Option

The applicant clicks one of the three options shown on the *Free & Reduced Meals* screen to start the application process.

Selecting Login Option 1

1 If the applicant received a letter from the school, he clicks the first option, **"I received a letter..."** and does the following:

- Enters the Student ID.
- Enters the PIN #.
- Selects the appropriate school district (this field may not be shown).
- Enters the displayed security code.
- Clicks Login.

Selecting Login Option 2

FREE & REDUCED MEALS

Welcome! Let's get started. Select a login option.

Please register Use your information, NOT THE CHILD YOU ARE APPLYING FOR.

REGISTER

First Name

Last Name

Address

City State ZIP

Email (Optional)

Enter a Username

Enter a Password Confirm Password

District

Select a Security Question

Answer to your Security question

8VWHYR

Please enter the security code shown above

Register

2 If the applicant did not receive a letter from the school, he clicks the second option, "**I did not receive a letter and I am not registered ...**" and does the following:

- Enters his first and last names.
- Enters his address.
- Creates a username and a password.
- Selects the appropriate school district (this field may not be shown).
- Selects a security question and provides an answer.
- Enters the displayed security code.
- Clicks [Register](#).

Notes:

- Creating a Username/Password allows the applicant to start a new application at a later time, if needed.
- All data is lost if:
 - 1 An application is started but not completed or submitted, and
 - 2 The applicant leaves the Free & Reduced Meals page.

In this case, the applicant clicks the third option, "**I am already registered ...**" and starts the application process again.

Selecting Login Option 3

FREE & REDUCED MEALS Change Language English

Welcome! Let's get started. Select a login option. please login

I am already registered ...
I need to login to start my application.


LOGIN

Username
Password
Forgot your login information? [click here](#)

H91K1Q
Please enter the security code shown above

LOGIN

3 If the applicant is registered (has a username/password), he clicks the third option, "**I am already registered ...**", and does the following:

- Enters his username.
- Enters the associated password.
- Enters the displayed security code.
- Clicks .

Reviewing the Letter to Parent Screen

FREE & REDUCED MEALS

Change Language: English

Logout

Letter to parent

Dear Parent/Guardian:

Children need healthy meals to learn. **PrimeroEdge** offers healthy meals every school day. Breakfast costs **\$1.25**. Lunch costs **\$2.00** in **Elementary and Intermediate Schools**; **\$2.25** for **Jr. High and High Schools**. The reduced price is **\$0.30** for breakfast and **\$0.40** for lunch. **Your children may qualify for free or reduced-price meals if your household income falls within the limits on this chart.**

INCOME ELIGIBILITY GUIDELINES 2009 - 10			
Household Size	Annual	Monthly	Weekly
1	20,036	1,670	386
2	26,955	2,247	519
3	33,874	2,823	652
4	40,793	3,400	785
5	47,712	3,976	918
6	54,631	4,553	1,051
7	61,550	5,130	1,184
8	68,469	5,706	1,317
Each Additional Person:	6,919	577	134

1. Do I need to fill out an application for each child? No. Complete the application to apply for free or reduced-price meals. Use one Free and Reduced-Price School Meals Application for all students in your household. We cannot approve an application that is not complete, so be sure to



If you are ready to start your application, please click "Next".

NEXT

Privacy Act Statement | Non-Discrimination Statement | Contact Us

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PrimeroEdge

After clicking  or , the Letter to Parent screen appears.

Income Eligibility Guidelines are displayed.

Or, go to the USDA website: <http://www.fns.usda.gov/cnd/governance/notices/iegs/EligibilityManual.pdf> to view eligibility guidelines.

Continuing the Process

**FREE & REDUCED MEALS**

Change LanguageEnglish

Logout

Letter to parent

Dear Parent/Guardian:

Children need healthy meals to learn. **PrimeroEdge** offers healthy meals every school day. Breakfast costs **\$1.25**. Lunch costs **\$2.00** in **Elementary and Intermediate Schools**; **\$2.25** for **Jr. High and High Schools**. The reduced price is **\$0.30** for breakfast and **\$0.40** for lunch. Your children may qualify for free or reduced-price meals if your household income falls within the limits on this chart.

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1	20,036	1,670	386
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7	61,550	5,130	1,184
8	68,469	5,706	1,317
Each Additional Person:	6,919	577	134

1. Do I need to fill out an application for each child? No. Complete the application to apply for free or reduced-price meals. [Use one Free and Reduced-Price School Meals Application for all students in your household.](#) We cannot approve an application that is not complete, so be sure to

If you are ready to start your application, please click "Next".

NEXT

Clicks

[Privacy Act Statement](#) | [Non-Discrimination Statement](#) | [Contact Us](#)

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PrimeroEdge

When the applicant is ready to start the application process, he:

NEXT

Chapter 5:

Add Students to Application

In this chapter you will learn how the applicant:

- ✓ Adds all K-12 students to the application
- ✓ Adds a foster child designation
- ✓ Adds student received income
- ✓ Adds SNAP/TANF identification

Step 2: Adding Students

For State of Georgia School Districts Only

TOTAL STUDENTS APPLYING

Instructions for Applying

1. Enter the total number of students on this application.
2. Enter the number of foster children on this application (if applicable).

Total Students applying for this application

★ Indicates a required field.

★ Enter the total number of students applying: (Total includes foster children, if applicable.)

★ Enter the total number of foster children applying: (If none, enter 0.)

If you are finished adding total students applying, please click "Next" **NEXT** ➔

For the state of Georgia, the online application process begins with the *TOTAL STUDENTS APPLYING* screen.

If you are not in a school district in the state of Georgia, please go to the next page.

TOTAL STUDENTS APPLYING

Instructions for Applying

1. Enter the total number of students on this application.
2. Enter the number of foster children on this application (if applicable).

Total Students applying for this application

★ Indicates a required field.

★ Enter the total number of students applying: 2 (Total includes foster children, if applicable.)

★ Enter the total number of foster children applying: 0 (If none, enter 0.)

If you are finished adding total students applying, please click "Next" **NEXT** ➔

On the *TOTAL STUDENTS APPLYING* screen, the applicant:

- In **Enter the total number of students applying**, enters a number.
- In **Enter the total number of foster children applying**, enters a number.

- Clicks .

FREE & REDUCED MEALS
PRIMEROEDGE SCHOOLS

Change Language: English

ADD ALL K-12 STUDENTS TO THE APPLICATION

Instructions for Applying

1. Complete all of the required fields for each student you are applying for.
2. Click "Add this Student to the Application".

Add Student(s) to Application

★ Indicates a required field. ★ Highly recommended for faster processing.

★ Student ID / SSN

★ First Name

★ Last Name

Middle Name

★ Birth Date (mm/dd/yyyy)

★ School

★ Grade

★ Is this student a foster child? ☐ Yes ☒ No

★ Does this student receive income? ☐ Yes ☒ No

Student(s) on Application

Currently there are no records available.

If you are finished adding all K-12 students in your Household, please click "Next".

[Privacy Act Statement](#) | [Non-Discrimination Statement](#) | [Contact Us](#)

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All students are added through the *ADD ALL K-12 STUDENTS TO THE APPLICATION* screen.

This screen asks for required (★) and optional (★) information.

For State of Georgia School Districts Only

ADD ALL K-12 STUDENTS TO THE APPLICATION

Instructions for Applying

1. Complete all of the required fields for each student you are applying for.
2. Click "Add this Student to the Application".

Add Student(s) to Application

★ Indicates a required field. ★ Highly recommended for faster processing.

★ Student ID / SSN

★ First Name

★ Last Name

Middle Name

★ Birth Date (mm/dd/yyyy)

★ School

★ Grade

★ Does this student receive income? ☐ Yes ☐ No

Add this student to the Application

Student(s) on Application

Currently there are no records available.

If you are finished adding all K-12 students in your Household, please click "Next".

The applicant sees this screen (compare the highlighted area to the one shown on page 37) when the applicant is not registering any foster children, that is, on the *TOTAL STUDENTS APPLYING* screen, "0" (zero) was entered for the number of foster children that are applying.

ADD ALL K-12 STUDENTS TO THE APPLICATION

Instructions for Applying

1. Complete all of the required fields for each student you are applying for.
2. Click "Add this Student to the Application".

Add Student(s) to Application

★ Indicates a required field. ★ Highly recommended for faster processing.

★ Student ID / SSN

★ First Name

★ Last Name

Middle Name

★ Birth Date (mm/dd/yyyy)

★ School

★ Grade

★ Is this student a foster child? ☐ Yes ☐ No

Add this student to the Application

Student(s) on Application

Currently there are no records available.

If you are finished adding all K-12 students in your Household, please click "Next".

The applicant sees this screen (compare the highlighted area to the one shown on page 37) when the applicant indicates that all applying children are foster children, that is, on the *TOTAL STUDENTS APPLYING* screen, the number entered in both fields is the same.

Adding a Student

FREE & REDUCED MEALS
PRIMEROEDGE SCHOOLS

Change Language: English

Logout

ADD ALL K-12 STUDENTS TO THE APPLICATION

Instructions for Applying

1. Complete all of the required fields for each student you are applying for.
2. Click "Add this Student to the Application".

Add Student(s) to Application

★ Indicates a required field. ★ Highly recommended for faster processing.

★ Student ID / SSN

★ First Name

★ Last Name

Middle Name

★ Birth Date (mm/dd/yyyy)

★ School

★ Grade

★ Is this student a foster child? Yes No

★ Does this student receive income? Yes No

Add this student to the Application +

Student(s) on Application

Currently there are no records available.

If you are finished adding all K-12 students in your Household, please click "Next".

Privacy Act Statement | Non-Discrimination Statement | Contact Us

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The **ADD ALL K-12 STUDENTS TO THE APPLICATION** screen appears after clicking

login or Register

The applicant has successfully set up a Username/ Password (registered). The button appears.

Instructions for Applying are shown.

★ Indicates a required field.

★ Indicates optional information that is recommended for faster processing.

ADD ALL K-12 STUDENTS TO THE APPLICATION

Instructions for Applying

1. Complete all of the required fields for each student you are applying for.
2. Click "Add this Student to the Application".

Add Student(s) to Application

★ Indicates a required field. ★ Highly recommended for faster processing.

★ Student ID / SSN

★ First Name Austin

★ Last Name Smith

Middle Name

★ Birth Date 10/07/2005 (mm/dd/yyyy)

★ School ELEMENTARY SCHOOL

★ Grade PK

★ Is this student a foster child? Yes No

★ Does this student receive income? Yes No

Add this student to the Application +

Student(s) on Application

Currently there are no records available.

If you are finished adding all K-12 students in your Household, please click "Next".

Next

The applicant:

- Completes all required fields for the first student.

This example is for a student who is not a foster child and who does not receive income.

- Clicks

Add this student to the Application +

ADD ALL K-12 STUDENTS TO THE APPLICATION

Instructions for Applying

1. Complete all of the required fields for each student you are applying for.
2. Click "Add this Student to the Application".

Add Student(s) to Application

★ Indicates a required field. ★ Highly recommended for faster processing.

★ Student ID / SSN

★ First Name

★ Last Name

Middle Name

★ Birth Date (mm/dd/yyyy)

★ School

★ Grade

★ Is this student a foster child? ☐ Yes ☒ No

★ Does this student receive income? ☐ Yes ☒ No

[Add this student to the Application](#)

Student(s) on Application

ID	NAME	School	Grade	Birth Date	Income	No Income	Foster Child		
390100000	Armes Austin	KANAWHA CITY ELEMENTARY SCHOOL	PK	10/07/2005	--	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Edit	Remove

If you are finished adding all K-12 students in your Household, please click "Next".

[NEXT](#)

The student's information is accepted and placed in the **Student(s) on Application** list.

The applicant can:

- Click [Edit](#) to make changes to the student information.
- Click [Remove](#) to remove the student from the application.

Handling Errors

ADD ALL K-12 STUDENTS TO THE APPLICATION

Instructions for Applying

1. Complete all of the required fields for each student you are applying for.
2. Click "Add this Student to the Application".

We found some errors

The information that you provided does not match our records.

Would you like to continue adding this student?

Add Student(s) to Application

★ Indicates a required field. ★ Highly recommended for faster processing.

★ Student ID / SSN

★ First Name

★ Last Name

Middle Name

★ Birth Date (mm/dd/yyyy)

★ School

★ Grade

★ Is this student a foster child? ☒ Yes ☐ No

★ Does this student receive income? ☐ Yes ☒ No

[Add this student to the Application](#)

Student(s) on Application

Currently there are no records available.

If you are finished adding all K-12 students in your Household, please click "Next".

[NEXT](#)

If PrimeroEdge detects any errors when adding a student, a message appears.

The applicant can choose to keep the information as is or make changes.

ADD ALL K-12 STUDENTS TO THE APPLICATION

Instructions for Applying

1. Complete all of the required fields for each student you are applying for.
2. Click "Add this Student to the Application".

Add Student(s) to Application

★ Indicates a required field. ★ Highly recommended for faster processing.

★ Student ID / SSN

★ First Name

★ Last Name

Middle Name

★ Birth Date (mm/dd/yyyy)

★ School

★ Grade

★ Is this student a foster child? ☐ Yes ☒ No

★ Does this student receive income? ☐ Yes ☒ No


Add this student to the Application

Student(s) on Application

ID	NAME	School	Grade	Birth Date	Income	No Income	Foster Child	
--	smith thom	ELEMENTARY SCHOOL	PK	06/23/2006	--	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Remove"/>

If you are finished adding all K-12 students in your Household, please click "Next".

NEXT

If the applicant selects , the student is added to the **Student(s) on Application** list with a Caution icon () beside the student name.

ADD ALL K-12 STUDENTS TO THE APPLICATION

Instructions for Applying

1. Complete all of the required fields for each student you are applying for.
2. Click "Add this Student to the Application".

Add Student(s) to Application

★ Indicates a required field. ★ Highly recommended for faster processing.

★ Student ID / SSN

★ First Name

★ Last Name

Middle Name

★ Birth Date (mm/dd/yyyy)

★ School

★ Grade

★ Is this student a foster child? ☐ Yes ☒ No

★ Does this student receive income? ☐ Yes ☒ No

Add this student to the Application

Student(s) on Application

Currently there are no records available.

If you are finished adding all K-12 students in your Household, please click "Next".

NEXT

If the applicant selects , the student information is not added to the **Student(s) on Application** list and remains in the various fields.

The applicant can make changes as necessary before clicking **Add this student to the Application** again.

Adding a Foster Student

To add a foster student, the applicant:

- Enters all required information.
- In **Is this student a foster child?**, clicks **"Yes"**.

- Clicks

ADD ALL K-12 STUDENTS TO THE APPLICATION

Instructions for Applying

- Complete all of the required fields for each student you are applying for.
- Click "Add this Student to the Application".

Add Student(s) to Application

★ Indicates a required field. ★ Highly recommended for faster processing.

★ Student ID / SSN

★ First Name

★ Last Name

Middle Name

★ Birth Date (mm/dd/yyyy)

★ School

★ Grade

★ Is this student a foster child? ☒ Yes ☐ No

★ Does this student receive income? ☐ Yes ☒ No

Add this student to the Application

Student(s) on Application

ID	NAME	School	Grade	Birth Date	Income	No Income	Foster Child	
1000000001	Austin	ELEMENTARY SCHOOL	PK	10/07/2005	--	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Remove"/>

If you are finished adding all K-12 students in your Household, please click "Next".

ADD ALL K-12 STUDENTS TO THE APPLICATION

Instructions for Applying

- Complete all of the required fields for each student you are applying for.
- Click "Add this Student to the Application".

Add Student(s) to Application

★ Indicates a required field. ★ Highly recommended for faster processing.

★ Student ID / SSN

★ First Name

★ Last Name

Middle Name

★ Birth Date (mm/dd/yyyy)

★ School

★ Grade

★ Is this student a foster child? ☐ Yes ☒ No

★ Does this student receive income? ☐ Yes ☒ No

Add this student to the Application

Student(s) on Application

ID	NAME	School	Grade	Birth Date	Income	No Income	Foster Child	
1000000001	Austin	ELEMENTARY SCHOOL	PK	10/07/2005	--	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Remove"/>
1000000002	Claire	ELEMENTARY SCHOOL	3	03/26/2002	--	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Remove"/>

If you are finished adding all K-12 students in your Household, please click "Next".

The student is added to the **Student(s) on Application** list with **Foster Child** selected.

★ **Note**

Foster children can be included on the same application with non-foster children.

Adding a Student with Income

ADD ALL K-12 STUDENTS TO THE APPLICATION

Instructions for Applying

1. Complete all of the required fields for each student you are applying for.
2. Click "Add this Student to the Application".

Add Student(s) to Application

★ Indicates a required field. ★ Highly recommended for faster processing.

★ Student ID / SSN

★ First Name

★ Last Name

Middle Name

★ Birth Date (mm/dd/yyyy)

★ School

★ Grade

★ Is this student a foster child? ☐ Yes ☒ No

★ Does this student receive income? ☒ Yes ☐ No

Please enter the amount received \$

and frequency (how often)

Add this student to the Application

Student(s) on Application

ID		School	Grade	Birth Date	Income	No Income	Foster Child		
	Austin	ELEMENTARY SCHOOL	PK	10/07/2005	--	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Edit	Remove
	Claire	ELEMENTARY SCHOOL	3	03/26/2002	--	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Edit	Remove

If you are finished adding all K-12 students in your Household, please click "Next".

NEXT

To add a student with income, the applicant:

- Enters all required information.
- In **Does this student receive income?**, clicks "Yes".

Two new fields appear.

ADD ALL K-12 STUDENTS TO THE APPLICATION

Instructions for Applying

1. Complete all of the required fields for each student you are applying for.
2. Click "Add this Student to the Application".

Add Student(s) to Application

★ Indicates a required field. ★ Highly recommended for faster processing.

★ Student ID / SSN

★ First Name

★ Last Name

Middle Name

★ Birth Date (mm/dd/yyyy)

★ School

★ Grade

★ Is this student a foster child? ☐ Yes ☒ No

★ Does this student receive income? ☒ Yes ☐ No

Please enter the amount received \$

and frequency (how often)

Add this student to the Application

Student(s) on Application

ID		School	Grade	Birth Date	Income	No Income	Foster Child		
	Austin	ELEMENTARY SCHOOL	PK	10/07/2005	--	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Edit	Remove
	Claire	ELEMENTARY SCHOOL	3	03/26/2002	--	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Edit	Remove

If you are finished adding all K-12 students in your Household, please click "Next".

NEXT

- In **"Please enter the amount received"**, enters a dollar amount.
- In **"and frequency (how often)"**, selects a frequency period.
- Clicks

Add this student to the Application

ADD ALL K-12 STUDENTS TO THE APPLICATION

Instructions for Applying

1. Complete all of the required fields for each student you are applying for.
2. Click "Add this Student to the Application".

Add Student(s) to Application

★ Indicates a required field. ★ Highly recommended for faster processing.

★ Student ID / SSN

★ First Name

★ Last Name

Middle Name

★ Birth Date (mm/dd/yyyy)

★ School

★ Grade

★ Is this student a foster child? ☐ Yes ☒ No

★ Does this student receive income? ☐ Yes ☒ No

[Add this student to the Application](#)

Student(s) on Application

ID	NAME	School	Grade	Birth Date	Income	No Income	Foster Child		
1	Austin	CITY ELEMENTARY SCHOOL	PK	10/07/2005	--	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Edit	Remove
2	Claire	CITY ELEMENTARY SCHOOL	3	03/26/2002	--	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Edit	Remove
3	Wyatt	CITY ELEMENTARY SCHOOL	4	10/31/2000	\$1,000.00/Monthly	<input type="checkbox"/>	<input type="checkbox"/>	Edit	Remove

If you are finished adding all K-12 students in your Household, please click "Next".

[NEXT](#)

The student is added to the **Student(s) on Application** list with the received income and frequency listed in **Income**.

Changing Student Information

ADD ALL K-12 STUDENTS TO THE APPLICATION

Instructions for Applying

1. Complete all of the required fields for each student you are applying for.
2. Click "Add this Student to the Application".

Add Student(s) to Application

★ Indicates a required field. ★ Highly recommended for faster processing.

★ Student ID / SSN

★ First Name

★ Last Name

Middle Name

★ Birth Date (mm/dd/yyyy)

★ School

★ Grade

★ Is this student a foster child? ☐ Yes ☒ No

★ Does this student receive income? ☐ Yes ☒ No

[Add this student to the Application](#)

Student(s) on Application

ID	NAME	School	Grade	Birth Date	Income	No Income	Foster Child		
0000000000	Jackson	ELEMENTARY SCHOOL	5	04/21/2000	\$100.00/Weekly	<input type="checkbox"/>	<input type="checkbox"/>	Edit	Remove
0000000000	Seth	ELEMENTARY SCHOOL	PK	11/06/2005	--	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Edit	Remove

If you are finished adding all K-12 students in your Household, please click "Next".

[NEXT](#)

On the *ADD ALL K-12 STUDENTS TO THE APPLICATION* screen, the applicant makes changes to student information by:

- 1 Clicking [Edit](#) in a student listing.

Student information is placed in the respective edit fields.

ADD ALL K-12 STUDENTS TO THE APPLICATION

Instructions for Applying

1. Complete all of the required fields for each student you are applying for.
2. Click "Add this Student to the Application".

Edit Student

★ Indicates a required field. ★ Highly recommended for faster processing.

★ Student ID / SSN

★ First Name

★ Last Name

Middle Name

★ Birth Date (mm/dd/yyyy)

★ School

★ Grade

★ Is this student a foster child? ☐ Yes ☒ No

★ Does this student receive income? ☐ Yes ☒ No

[UPDATE](#) [CANCEL](#)

Student(s) on Application

ID	NAME	School	Grade	Birth Date	Income	No Income	Foster Child		
0000000000	Jackson	ELEMENTARY SCHOOL	5	04/21/2000	\$100.00/Weekly	<input type="checkbox"/>	<input type="checkbox"/>	Edit	Remove
0000000000	Seth	ELEMENTARY SCHOOL	PK	11/06/2005	--	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Edit	Remove

If you are finished adding all K-12 students in your Household, please click "Next".

[NEXT](#)

- 2 The applicant changes information by:

- Entering or selecting basic student information.
- Choosing **Yes** for FOSTER status.

★ Notice that the button is not available when in Edit mode.

ADD ALL K-12 STUDENTS TO THE APPLICATION

Instructions for Applying

1. Complete all of the required fields for each student you are applying for.
2. Click "Add this Student to the Application".

Edit Student

★ Indicates a required field. ★ Highly recommended for faster processing.

★ Student ID / SSN

★ First Name

★ Last Name

Middle Name

★ Birth Date (mm/dd/yyyy)

★ School

★ Grade

★ Is this student a foster child? ☐ Yes ☒ No

★ Does this student receive income? ☒ Yes ☐ No

Please enter the amount received and frequency (how often)

UPDATE **CANCEL**

Student(s) on Application

ID	NAME	School	Grade	Birth Date	Income	No Income	Foster Child	
0000000000	Jackson	ELEMENTARY SCHOOL	5	04/21/2000	\$100.00/Weekly	<input type="checkbox"/>	<input type="checkbox"/>	Edit Remove
0000000000	Seth	ELEMENTARY SCHOOL	PK	11/06/2005	\$50.00/Weekly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Edit Remove

If you are finished adding all K-12 students in your Household, please click "Next". **NEXT**

- Choose **Yes** for received income, enter the amount received and select the frequency.

3 When changes are complete, the applicant:

- Clicks

UPDATE

ADD ALL K-12 STUDENTS TO THE APPLICATION

Instructions for Applying

1. Complete all of the required fields for each student you are applying for.
2. Click "Add this Student to the Application".

Add Student(s) to Application

★ Indicates a required field. ★ Highly recommended for faster processing.

★ Student ID / SSN

★ First Name

★ Last Name

Middle Name

★ Birth Date (mm/dd/yyyy)

★ School

★ Grade

★ Is this student a foster child? ☐ Yes ☒ No

★ Does this student receive income? ☐ Yes ☒ No

Add this student to the Application **+**

Student(s) on Application

ID	NAME	School	Grade	Birth Date	Income	No Income	Foster Child	
0000000000	Jackson	ELEMENTARY SCHOOL	5	04/21/2000	\$100.00/Weekly	<input type="checkbox"/>	<input type="checkbox"/>	Edit Remove
0000000000	Seth	ELEMENTARY SCHOOL	PK	11/06/2005	\$50.00/Weekly	<input type="checkbox"/>	<input type="checkbox"/>	Edit Remove

If you are finished adding all K-12 students in your Household, please click "Next". **NEXT**

The information in the student listing is updated.

Continuing the Process

ADD ALL K-12 STUDENTS TO THE APPLICATION

Instructions for Applying

1. Complete all of the required fields for each student you are applying for.
2. Click "Add this Student to the Application".

Add Student(s) to Application

★ Indicates a required field. ★ Highly recommended for faster processing.

★ Student ID / SSN

★ First Name

★ Last Name

Middle Name

★ Birth Date (mm/dd/yyyy)

★ School

★ Grade

★ Is this student a foster child? ☐ Yes ☒ No

★ Does this student receive income? ☐ Yes ☒ No

[Add this student to the Application](#)

Student(s) on Application

ID	NAME	School	Grade	Birth Date	Income	No Income	Foster Child		
10/07/2005	Austin	CITY ELEMENTARY SCHOOL	PK	10/07/2005	—	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Edit	Remove
03/26/2002	Claire	CITY ELEMENTARY SCHOOL	3	03/26/2002	—	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Edit	Remove
10/31/2000	Wyatt	CITY ELEMENTARY SCHOOL	4	10/31/2000	\$1,000.00/Monthly	<input type="checkbox"/>	<input type="checkbox"/>	Edit	Remove

If you are finished adding all K-12 students in your Household, please click "Next".

[NEXT](#)

When all students have been added to the application:



Click

ADD SNAP/TANF TO THE APPLICATION

Instructions for Applying

If any members of your household receives SNAP or TANF, indicate the type and provide the eligibility group number.

Add SNAP/TANF

Do any members of your household receive SNAP/TANF? ☐ Yes ☒ No

Homeless, Migrant, Runaway

If the child you are applying for is homeless, migrant, or runaway, contact your schools administrative office.

[Back to Students](#) If your finished entering SNAP/TANF details, please click Next [NEXT](#)

The *ADD SNAP/TANF TO THE APPLICATION* screen appears.

★ Note: If all students on the application are Foster children, the *ADD SNAP/TANF TO THE APPLICATION* screen is bypassed. In this case the next screen shown is the *APPLICANT INFORMATION* screen. Go to page 60 to continue.

Chapter 6:

Add SNAP/TANF to Application

In this chapter you will learn how the applicant:

- ✓ Adds SNAP/TANF eligibility information
- ✓ Adds Applicant information

Step 3: Adding SNAP/TANF

Entering a SNAP/TANF Number

ADD SNAP/TANF TO THE APPLICATION

Instructions for Applying | If any members of your household receives SNAP or TANF, indicate the type and provide the eligibility group number.

Add SNAP/TANF

Do any members of your household receive SNAP/TANF? ☐ Yes ☒ No

Homeless, Migrant, Runaway

If the child you are applying for is homeless, migrant, or runaway, contact your schools administrative office.

[Back to Students](#) | If your finished entering SNAP/TANF details, please click Next | [NEXT](#)

On the *ADD SNAP/TANF TO THE APPLICATION* screen:

- If any member of the household receives SNAP/TANF/CALWORKS/KIN-GAP/FDPIR benefits, the applicant selects “Yes” in the **Add SNAP/TANF** group.

A new field appears with the prompt to enter the Eligibility Group Number.

ADD SNAP/TANF TO THE APPLICATION

Instructions for Applying | If any members of your household receives SNAP or TANF, indicate the type and provide the eligibility group number.

Add SNAP/TANF

Do any members of your household receive SNAP/TANF? ☒ Yes ☐ No

Case Information

☒ SNAP ☐ TANF

Please enter the SNAP/TANF Eligibility Group Number
1234567890

Homeless, Migrant, Runaway

If the child you are applying for is homeless, migrant, or runaway, contact your schools administrative office.

[Back to Students](#) | If your finished entering SNAP/TANF details, please click Next | [NEXT](#)

In the new field on the *ADD SNAP/TANF TO THE APPLICATION* screen, the applicant:

- Chooses a case type.
- Enters a SNAP/TANF Eligibility Group Number.

Continuing the Process

ADD SNAP/TANF TO THE APPLICATION

Instructions for Applying If any members of your household receives SNAP or TANF, indicate the type and provide the eligibility group number.

Add SNAP/TANF

Do any members of your household receive SNAP/TANF? ☐ Yes ☒ No

Homeless, Migrant, Runaway

If the child you are applying for is homeless, migrant, or runaway, contact your schools administrative office.

[Back to Students](#) If you finished entering SNAP/TANF details, please click Next [NEXT](#)

When the applicant is ready to continue the process, he:

- Clicks



APPLICANT INFORMATION

Instructions for Applying 1. Enter all required fields for the adult household member completing this application

Applicant Information (Adult Household Member)

★ Indicates a required field.

★ First Name Roger Home Phone (000-XXX-XXXX)

★ Last Name Simpson Work Phone (000-XXX-XXXX)

Middle Name

★ Street Address 1234 Happy Valley Way

★ City Happyville

★ State Texas

★ ZIP 77068

Email

[Back to Household Members](#) If you have verified the adult household member information, please click "Next" [NEXT](#)

If the applicant entered a SNAP/TANF number, the *APPLICANT INFORMATION* screen is shown next.

- Go to page 60 for information on this screen.

ADD HOUSEHOLD MEMBERS AND GROSS INCOME FROM LAST MONTH

Instructions for Applying List all household members (DO NOT list students who were added on the previous section). For each person who receives income list the amount received and how often it is received.

Add Household Members to Application

★ Indicates a required field.

★ First Name Roger

★ Last Name

Middle Name

We have already added the students to this section, therefore, it is not necessary to add them again.

Please add the remaining household members.

★ Does this household member receive income? ☒ Yes ☐ No

Please complete all appropriate types of income information that apply for this household member.

INCOME TYPE	AMOUNT	HOW OFTEN
Job / Employment	\$ 100.00	Weekly
Pension, Retirement, Social Security	\$ 0.00	--
Welfare Payments, Child Support, Alimony	\$ 0.00	--
Other Income	\$ 0.00	--

NOTE: Gross earnings before deductions

[Add this Householdmember to the Application](#) +

Household Members on Application

Name	Job	Pension, Retirement, Social Security	Welfare Payments, Child Support, Alimony	Other Income	No Income	
Jackson	--	--	--	--	<input checked="" type="checkbox"/>	Edit Remove
Seth	--	--	--	--	<input checked="" type="checkbox"/>	Edit Remove

[Back to Students](#) If you are finished adding all household members & income to the application, please click "Next" [NEXT](#)

If the applicant did not enter a SNAP/TANF number, the ADD HOUSEHOLD MEMBERS AND GROSS INCOME FROM LAST MONTH screen is shown next.

- Go to page 54 for information on this next step.

Chapter 7:

Add Household Members to Application

In this chapter you will learn how the applicant:

- ✓ Adds Household Members
- ✓ Change Household Member information

Step 4: Adding Household Members

Adding Household Members

ADD HOUSEHOLD MEMBERS AND GROSS INCOME FROM LAST MONTH

Instructions for Applying
List all household members (DO NOT list students who were added on the previous section).
For each person who receives income list the amount received and how often it is received.

Add Household Members to Application
★ Indicates a required field.

A

★ First Name: Roger
★ Last Name:
Middle Name:

We have already added the students to this section, therefore, it is not necessary to add them again.
Please add the remaining household members.

★ Does this household member receive income? ☒ Yes ☐ No
Please complete all appropriate types of income information that apply for this household member.

INCOME TYPE	AMOUNT	HOW OFTEN
Job / Employment	\$ 100.00	Weekly
NOTE: Gross earnings before deductions		
Pension, Retirement, Social Security	\$ 0.00	--
Welfare Payments, Child Support, Alimony	\$ 0.00	--
Other Income	\$ 0.00	--

Add this Householdmember to the Application +

Household Members on Application

Name	Job	Pension, Retirement, Social Security	Welfare Payments, Child Support, Alimony	Other Income	No Income		
Jackson	--	--	--	--	<input checked="" type="checkbox"/>	Edit	Remove
Seth	--	--	--	--	<input checked="" type="checkbox"/>	Edit	Remove

Back to Students If you are finished adding all household members & income to the application, please click "Next" NEXT

If the applicant *does not* enter a SNAP/TANF number, the **ADD HOUSEHOLD MEMBERS AND GROSS INCOME FROM LAST MONTH** screen is displayed next.

On the **ADD HOUSEHOLD MEMBERS** screen, applicant name is supplied from registration information.

On the **ADD HOUSEHOLD MEMBERS** screen, the applicant:

A Changes or adds name information, if needed.

ADD HOUSEHOLD MEMBERS AND GROSS INCOME FROM LAST MONTH

Instructions for Applying
List all household members (DO NOT list students who were added on the previous section).
For each person who receives income list the amount received and how often it is received.

Add Household Members to Application
★ Indicates a required field.

★ First Name: Roger
★ Last Name:
Middle Name:

We have already added the students to this section, therefore, it is not necessary to add them again.
Please add the remaining household members.

B

★ Does this household member receive income? ☒ Yes ☐ No
Please complete all appropriate types of income information that apply for this household member.

INCOME TYPE	AMOUNT	HOW OFTEN
Job / Employment	\$ 100.00	Weekly
NOTE: Gross earnings before deductions		
Pension, Retirement, Social Security	\$ 0.00	--
Welfare Payments, Child Support, Alimony	\$ 0.00	--
Other Income	\$ 0.00	--

C Add this Householdmember to the Application +

Household Members on Application

Name	Job	Pension, Retirement, Social Security	Welfare Payments, Child Support, Alimony	Other Income	No Income		
Jackson	--	--	--	--	<input checked="" type="checkbox"/>	Edit	Remove
Seth	--	--	--	--	<input checked="" type="checkbox"/>	Edit	Remove

Back to Students If you are finished adding all household members & income to the application, please click "Next" NEXT

B Selects:

- ♦ "No" if he does not receive any income, or
- ♦ "Yes" (default) if he does receive income, and enters the amount received and selects the income frequency.
- ♦
- ♦

C Clicks

Add this Householdmember to the Application +

ADD HOUSEHOLD MEMBERS AND GROSS INCOME FROM LAST MONTH

Instructions for Applying List all household members (DO NOT list students who were added on the previous section). For each person who receives income list the amount received and how often it is received.

Add Household Members to Application

★ Indicates a required field.

★ **First Name**

★ **Last Name**

Middle Name

We have already added the students to this section, therefore, it is not necessary to add them again.

Please add the remaining household members.

★ **Does this household member receive income?** ☒ Yes ☐ No

Please complete all appropriate types of income information that apply for this household member.

INCOME TYPE	AMOUNT	HOW OFTEN
Job / Employment	\$ 0.00	--
NOTE: Gross earnings before deductions		
Pension, Retirement, Social Security	\$ 0.00	--
Welfare Payments, Child Support, Alimony	\$ 0.00	--
Other Income	\$ 0.00	--

Add this Householdmember to the Application **+**

Household Members on Application

Name	Job	Pension, Retirement, Social Security	Welfare Payments, Child Support, Alimony	Other Income	No Income		
Jackson	--	--	--	--	<input checked="" type="checkbox"/>	Edit	Remove
Seth	--	--	--	--	<input checked="" type="checkbox"/>	Edit	Remove
Roger	\$100.00/Weekly	--	--	--	<input type="checkbox"/>	Edit	Remove

Back to Students If you are finished adding all household members & income to the application, please click "Next" NEXT

The household member appears in the **Household Members on Application** list.

ADD HOUSEHOLD MEMBERS AND GROSS INCOME FROM LAST MONTH

Instructions for Applying List all household members (DO NOT list students who were added on the previous section). For each person who receives income list the amount received and how often it is received.

Add Household Members to Application

★ Indicates a required field.

★ **First Name**

★ **Last Name**

Middle Name

We have already added the students to this section, therefore, it is not necessary to add them again.

Please add the remaining household members.

★ **Does this household member receive income?** ☒ Yes ☐ No

Please complete all appropriate types of income information that apply for this household member.

INCOME TYPE	AMOUNT	HOW OFTEN
Job / Employment	\$ 0.00	--
NOTE: Gross earnings before deductions		
Pension, Retirement, Social Security	\$ 0.00	--
Welfare Payments, Child Support, Alimony	\$ 0.00	--
Other Income	\$ 0.00	--

Add this Householdmember to the Application **+**

Household Members on Application

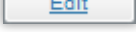
Name	Job	Pension, Retirement, Social Security	Welfare Payments, Child Support, Alimony	Other Income	No Income		
Jackson	--	--	--	--	<input checked="" type="checkbox"/>	Edit	Remove
Seth	--	--	--	--	<input checked="" type="checkbox"/>	Edit	Remove
Roger	\$100.00/Weekly	--	--	--	<input type="checkbox"/>	Edit	Remove
Jane	\$250.00/Weekly	--	--	--	<input type="checkbox"/>	Edit	Remove
Junior Roger	--	--	\$500.00/Monthly	--	<input type="checkbox"/>	Edit	Remove

Back to Students If you are finished adding all household members & income to the application, please click "Next" NEXT

The applicant adds all other household members and includes income information for each.

Changing Household Member Information

The applicant changes Household Member information by:

A Clicking  in a member listing.

B Making changes to the name(s) or income information.

C Clicking .

ADD HOUSEHOLD MEMBERS AND GROSS INCOME FROM LAST MONTH

Instructions for Applying List all household members (DO NOT list students who were added on the previous section). For each person who receives income list the amount received and how often it is received.

Edit Household Member

★ Indicates a required field.

★ First Name **B**

★ Last Name **B**

Middle Name



We have already added the students to this section, therefore, it is not necessary to add them again.

Please add the remaining household members.











★ Does this household member receive income? ☒ Yes ☐ No



Please complete all appropriate types of income information that apply for this household member.

INCOME TYPE	AMOUNT	HOW OFTEN
Job / Employment	\$ 0.00	--
NOTE: Gross earnings before deductions		
Pension, Retirement, Social Security	\$ 1150.00	Monthly
Welfare Payments, Child Support, Alimony	\$ 0.00	--
Other Income	\$ 0.00	--

C  

Household Members on Application

Name	Job	Pension, Retirement, Social Security	Welfare Payments, Child Support, Alimony	Other Income	No Income		
Jackson	--	--	--	--	<input checked="" type="checkbox"/>		
Seth	--	--	--	--	<input checked="" type="checkbox"/>		
Roger	\$100.00/Weekly	--	--	--	<input type="checkbox"/>		
Jane	\$250.00/Weekly	--	--	--	<input type="checkbox"/>		
Junior Roger	--	--	\$500.00/Monthly	--	<input type="checkbox"/>		

 If you are finished adding all household members & income to the application, please click "Next" 

ADD HOUSEHOLD MEMBERS AND GROSS INCOME FROM LAST MONTH

Instructions for Applying List all household members (DO NOT list students who were added on the previous section). For each person who receives income list the amount received and how often it is received.

Add Household Members to Application

★ Indicates a required field.

★ First Name

★ Last Name

Middle Name


We have already added the students to this section, therefore, it is not necessary to add them again.

Please add the remaining household members.











★ Does this household member receive income? ☒ Yes ☐ No



Please complete all appropriate types of income information that apply for this household member.

INCOME TYPE	AMOUNT	HOW OFTEN
Job / Employment	\$ 0.00	--
NOTE: Gross earnings before deductions		
Pension, Retirement, Social Security	\$ 0.00	--
Welfare Payments, Child Support, Alimony	\$ 0.00	--
Other Income	\$ 0.00	--



Household Members on Application

Name	Job	Pension, Retirement, Social Security	Welfare Payments, Child Support, Alimony	Other Income	No Income		
Jackson	--	--	--	--	<input checked="" type="checkbox"/>		
Seth	--	--	--	--	<input checked="" type="checkbox"/>		
Roger	--	\$1,150.00/Monthly	--	--	<input type="checkbox"/>		
Jane	\$250.00/Weekly	--	--	--	<input type="checkbox"/>		
Junior Roger	--	--	\$500.00/Monthly	--	<input type="checkbox"/>		

 If you are finished adding all household members & income to the application, please click "Next" 

The household member listing is updated in the **Household Members on Application** list.

Continuing the Process

ADD HOUSEHOLD MEMBERS AND GROSS INCOME FROM LAST MONTH

Instructions for Applying List all household members (DO NOT list students who were added on the previous section). For each person who receives income list the amount received and how often it is received.

Add Household Members to Application

★ Indicates a required field.

★ First Name

★ Last Name

Middle Name

We have already added the students to this section, therefore, it is not necessary to add them again.
Please add the remaining household members.

★ Does this household member receive income? ☒ Yes ☐ No
Please complete all appropriate types of income information that apply for this household member.

INCOME TYPE	AMOUNT	HOW OFTEN
Job / Employment	\$ 0.00	--
NOTE: Gross earnings before deductions		
Pension, Retirement, Social Security	\$ 0.00	--
Welfare Payments, Child Support, Alimony	\$ 0.00	--
Other Income	\$ 0.00	--

Add this Householdmember to the Application

Household Members on Application

Name	Job	Pension, Retirement, Social Security	Welfare Payments, Child Support, Alimony	Other Income	No Income		
Jackson	--	--	--	--	<input checked="" type="checkbox"/>	Edit	Remove
Seth	--	--	--	--	<input checked="" type="checkbox"/>	Edit	Remove
Roger	--	\$1,150.00/Monthly	--	--	<input type="checkbox"/>	Edit	Remove
Jane	\$250.00/Weekly	--	--	--	<input type="checkbox"/>	Edit	Remove
Junior Roger	--	--	\$500.00/Monthly	--	<input type="checkbox"/>	Edit	Remove

Back to Students

If you are finished adding all household members & income to the application, please click "Next"

When all household members have been added to the application, the applicant:

Clicks



APPLICANT INFORMATION

Instructions for Applying 1. Enter all required fields for the adult household member completing this application

Applicant Information (Adult Household Member)

★ Indicates a required field.

★ First Name

★ Last Name

Middle Name

★ Street Address

★ City

★ State

★ ZIP

Home Phone

Work Phone

Email

Back to Household Members

If you have verified the adult household member information, please click "Next"

The *APPLICANT INFORMATION* screen appears with basic applicant information that was collected when the applicant registered.

Chapter 8:

Verify Applicant Information

In this chapter you will learn how the applicant:

- ✓ Verifies basic applicant information
- ✓ Supplies additional information

Step 5: Verifying and Reviewing

Verifying Applicant Information

APPLICANT INFORMATION

Instructions for Applying 1. Enter all required fields for the adult household member completing this application

Applicant Information (Adult Household Member)

★ Indicates a required field.

★ First Name Roger
★ Last Name [Redacted]
Middle Name [Redacted]
★ Street Address 1234 Happy Valley Way
★ City Happyville
★ State Texas
★ ZIP 77068

Home Phone [Redacted] (000-XXX-XXXX)
Work Phone [Redacted] (000-XXX-XXXX)
Email [Redacted]

Back to Household Members If you have verified the adult household member information, please click "Next" NEXT

On the *APPLICANT INFORMATION* screen, the applicant:

- Reviews existing data on file for the applicant.
- Enters **Home Phone**, **Work Phone** and an **Email** address, if desired.

APPLICANT INFORMATION

Instructions for Applying 1. Enter all required fields for the adult household member completing this application

Applicant Information (Adult Household Member)

★ Indicates a required field.

★ First Name Roger
★ Last Name [Redacted]
Middle Name [Redacted]
★ Street Address 1234 Happy Valley Way
★ City Happyville
★ State Texas
★ ZIP 77068

Home Phone 2814531234 (000-XXX-XXXX)
Work Phone 2814532345 (000-XXX-XXXX)
Email myemail@email.com

Back to Household Members If you have verified the adult household member information, please click "Next" NEXT

When applicant information has been verified and updated where needed, the applicant:

- Clicks **NEXT** to continue the application process.

Review Application Information

REVIEW APPLICATION (SUMMARY)

Please review your application. You may edit any information that is not correct.

Student(s) on Application [Edit students](#)

ID	Name	School	Grade	Birth Date	Income	No Income	Foster Child
0000000001	Jackson, Jackson	ELEMENTARY SCHOOL	5	04/21/2000	--	<input checked="" type="checkbox"/>	<input type="checkbox"/>
0000000002	Seth, Seth	ELEMENTARY SCHOOL	PK	11/06/2005	--	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Household Members on Application [Edit Household Members](#)

Name	Job	Pension, Retirement, Social Security	Welfare Payments, Child Support, Alimony	Other Income	No Income
Jackson	--	--	--	--	<input checked="" type="checkbox"/>
Seth	--	--	--	--	<input checked="" type="checkbox"/>
Roger	--	\$1,150.00/Monthly	--	--	<input type="checkbox"/>
Janie	\$250.00/Weekly	--	--	--	<input type="checkbox"/>
Junior Roger	--	--	\$500.00/Monthly	--	<input type="checkbox"/>

Applicant Information (Adult Household Member) [Edit Applicant Information](#)

Name: Roger Jackson

Street Address: 1234 Happy Valley Way

Home Phone: N/A

Work Phone: N/A

Email: N/A

[Back to Applicant Information](#) If you have verified all application information, please click "Next". [Next](#)

On the *REVIEW APPLICATION* screen, the applicant:

- Reviews Student information and makes changes, if needed.
- Reviews Household Member information and makes changes, if needed.
- Reviews Applicant information and makes changes, if needed.

Continuing the Process

REVIEW APPLICATION (SUMMARY)

Please review your application. You may edit any information that is not correct.

Student(s) on Application
Edit students

ID	Name	School	Grade	Birth Date	Income	No Income	Foster Child
123456789	Jackson, John	ELEMENTARY SCHOOL	5	04/21/2000	--	<input checked="" type="checkbox"/>	<input type="checkbox"/>
987654321	Seth, James	ELEMENTARY SCHOOL	PK	11/06/2005	--	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Household Members on Application
Edit Household Members

Name	Job	Pension, Retirement, Social Security	Welfare Payments,Child Support, Alimony	Other Income	No Income
Jackson, John	--	--	--	--	<input checked="" type="checkbox"/>
Seth, James	--	--	--	--	<input checked="" type="checkbox"/>
Roger, William		\$1,150.00/Monthly	--	--	<input type="checkbox"/>
Janie, Mary	\$250.00/Weekly		--	--	<input type="checkbox"/>
Junior Roger, William	--		\$500.00/Monthly	--	<input type="checkbox"/>

Applicant Information (Adult Household Member)
Edit Applicant Information

Name: Roger [REDACTED]

Street Address: 1234 Happy Valley Way

Home Phone: N/A

Work Phone: N/A


Email: N/A

Back to Applicant Information

If you have verified all application information, please click "Next".

Next

When application information has been reviewed and updated where necessary, the applicant:

- Clicks  to continue the application process.

USER AGREEMENT / SUBMIT APPLICATION	
<div>Instructions for Submitting</div>	<ol style="list-style-type: none"> 1. Enter the correct Social Security Number or check the "I do not have a Social Security Number". 2. Verify your user information in the Secure Electronic Signature. 3. Click "Submit Application".
<p>An adult household member must electronically sign the application. If the household member income section is completed, the adult signing this application must also list his or her Social Security Number or mark the "I do not have a Social Security Number" box. (See Privacy Act Statement below)</p> <p> ★ Please enter last 4 digits of your Social Security Number <input type="text"/> <input type="checkbox"/> I do not have a Social Security Number. </p> <p>I certify (promise) that all information on this application is true and that all income is reported (where required). I understand that the school will get Federal Funds based on the information I give. I understand that school officials may verify (check) the information. I understand that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted.</p> <p> ★ <input type="checkbox"/> I am the person submitting this application. </p> <div> ← Back to summary Submit Application → </div>	
<h3>Privacy Act Statement</h3> <p>This explains how we will use the information you give us. The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We may use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We may share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.</p>	
<h3>Non-Discrimination Statement</h3> <p>This explains what to do if you believe you have been treated unfairly. "In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339, or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer."</p>	

The USER AGREEMENT / SUBMIT APPLICATION screen appears.

Chapter 9:

Submit Application

In this chapter you will learn how the applicant:

- ✓ Accepts the User Agreement.
- ✓ Submits the application.

Step 6: Submitting the Application

Verifying the Password

USER AGREEMENT / SUBMIT APPLICATION

Instructions for Submitting	1. Enter the correct Social Security Number or check the "I do not have a Social Security Number". 2. Verify your user information in the Secure Electronic Signature. 3. Click "Submit Application".
------------------------------------	---

An adult household member must electronically sign the application. If the household member income section is completed, the adult signing this application must also list his or her Social Security Number or mark the "I do not have a Social Security Number" box. (See Privacy Act Statement below)

★ Please enter last 4 digits of your Social Security Number ☐ I do not have a Social Security Number.

I certify (promise) that all information on this application is true and that all income is reported (where required). I understand that the school will get Federal Funds based on the information I give. I understand that school officials may verify (check) the information. I understand that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted.

★ ☐ I am the person submitting this application.

[Back to summary](#) [Submit Application](#)

Privacy Act Statement

This explains how we will use the information you give us. The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

Non-Discrimination Statement

This explains what to do if you believe you have been treated unfairly. "In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer."

On the *User Agreement /Submit Application* screen, the applicant:

- Enters the last four digits of his Social Security number or selects "I do not have a Social Security Number".
- Selects "I am the person submitting this application".

USER AGREEMENT / SUBMIT APPLICATION

Instructions for Submitting	1. Enter the correct Social Security Number or check the "I do not have a Social Security Number". 2. Verify your user information in the Secure Electronic Signature. 3. Click "Submit Application".
------------------------------------	---

I certify (promise) that all information on this application is true and that all income is reported (where required). I understand that the school will get Federal Funds based on the information I give. I understand that school officials may verify (check) the information. I understand that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted.

★ ☐ I am the person submitting this application.

[Back to summary](#) [Submit Application](#)

Privacy Act Statement

This explains how we will use the information you give us. The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

Non-Discrimination Statement

This explains what to do if you believe you have been treated unfairly. "In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer."

[Privacy Act Statement](#) | [Non-Discrimination Statement](#) | [Contact Us](#)

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If all children on the application are foster children, the applicant is not required to provide a Social Security Number (SSN). Therefore, this screen only displays the certification (promise) section. In this case, the applicant:

- Selects "I am the person submitting this application".

USER AGREEMENT / SUBMIT APPLICATION

Instructions for Submitting	1. Enter the correct Social Security Number or check the "I do not have a Social Security Number". 2. Verify your user information in the Secure Electronic Signature. 3. Click "Submit Application".
------------------------------------	---

An adult household member must electronically sign the application. If the household member income section is completed, the adult signing this application must also list his or her Social Security Number or mark the "I do not have a Social Security Number" box. (See Privacy Act Statement below)

★ Please enter last 4 digits of your Social Security Number ☒ I do not have a Social Security Number.

I certify (promise) that all information on this application is true and that all income is reported (where required). I understand that the school will get Federal Funds based on the information I give. I understand that school officials may verify (check) the information. I understand that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted.

★ ☒ I am the person submitting this application.

I am the person submitting this application. Password Verify

Privacy Act Statement

This explains how we will use the information you give us. The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

Non-Discrimination Statement

This explains what to do if you believe you have been treated unfairly. "In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer."

The Password Verify field appears. The applicant:

- Enters the password that he used to log on to the Free & Reduced Meals Online Applications system.

- Clicks

Verify

USER AGREEMENT / SUBMIT APPLICATION

Instructions for Submitting	1. Enter the correct Social Security Number or check the "I do not have a Social Security Number". 2. Verify your user information in the Secure Electronic Signature. 3. Click "Submit Application".
------------------------------------	---

An adult household member must electronically sign the application. If the household member income section is completed, the adult signing this application must also list his or her Social Security Number or mark the "I do not have a Social Security Number" box. (See Privacy Act Statement below)

★ Please enter last 4 digits of your Social Security Number ☒ I do not have a Social Security Number.

I certify (promise) that all information on this application is true and that all income is reported (where required). I understand that the school will get Federal Funds based on the information I give. I understand that school officials may verify (check) the information. I understand that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted.

★ ☒ I am the person submitting this application.

I am the person submitting this application. Password Verify

Secure Electronic Signature
Roger Simpson

Application was successfully verified and signed: 7/13/2011 12:33:31 PM

To complete your application, click "Submit Application".

Privacy Act Statement

This explains how we will use the information you give us. The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

Non-Discrimination Statement

This explains what to do if you believe you have been treated unfairly. "In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer."

When the verification is successful:

- A Secure Electronic Signature appears.
- A success message appears.

Submitting the Application

USER AGREEMENT / SUBMIT APPLICATION

Instructions for Submitting	1. Enter the correct Social Security Number or check the "I do not have a Social Security Number". 2. Verify your user information in the Secure Electronic Signature. 3. Click "Submit Application".
------------------------------------	---

An adult household member must electronically sign the application. If the household member income section is completed, the adult signing this application must also list his or her Social Security Number or mark the "I do not have a Social Security Number" box. (See Privacy Act Statement below)

★ Please enter last 4 digits of your Social Security Number ☒ I do not have a Social Security Number.

I certify (promise) that all information on this application is true and that all income is reported (where required). I understand that the school will get Federal Funds based on the information I give. I understand that school officials may verify (check) the information. I understand that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted.

★ ☒ I am the person submitting this application.

I am the person submitting this application. Password Verify

Secure Electronic Signature
Roger Simpson

Application was successfully verified and signed! at 7/13/2011 12:33:31 PM

To complete your application, click "Submit Application".

Privacy Act Statement


This explains how we will use the information you give us. The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

Non-Discrimination Statement


This explains what to do if you believe you have been treated unfairly. "In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer."

When the Secure Electronic Signature is shown, the applicant:

Clicks to finish the application process.

 **FREE & REDUCED MEALS**
KANAWHA COUNTY SCHOOLS

Change Language English

 **You have successfully completed your online application.**

You will receive a letter informing you about the results of your application.

Your application number is **4986**.

Select an option

[Privacy Act Statement](#) | [Non-Discrimination Statement](#) | [Contact Us](#)

CYBERSOFT
PrimeroEdge

A success message appears.

An application number is provided.

Two actions are offered.

Chapter 10:

Validate Free & Reduced Meals

Online Applications

In this chapter you will learn how to:

- ✓ Validate online applications
- ✓ Notify Free & Reduced Meals Online Applications applicants

Validate Online Applications

Validating Free & Reduced Meals Online Applications

On the *Validate* screen:

Batch #	Received Date	Total Applications	Batch Type	Batch Status	Date Checked Out	Checked Out By
108	7/21/2011	6	Online	Online	7/21/2011	
109	7/22/2011	3	Online	Online		

- In **Batch Status**, select "Online".

- Click **Apply**.

Application #	Eligibility	Basis	Application Status	User	Date	
989			Online	Cybersoft Support	07/22/2011	
990			Online	Cybersoft Support	07/22/2011	
991			Online	Cybersoft Support	07/22/2011	

On the *Batch Summary* screen:

- Click **Start Validating this Batch**.

In the *Validation Workspace*, process all applications in the batch just as you would for scanned applications:

- Verify the application image information with the information listed in:
 - ♦ **Students**
 - ♦ **Household Members**
 - ♦ **Application Details**
- Make changes as needed.

Click

Save & Next →

The next application in the batch appears.

When all applications in the batch have been processed, the *Batch Summary* screen appears.

Application #	Eligibility	Basis	Application Status	User	Date	
989	Free	Income	Processed	Cybersoft Support	07/22/2011	<input type="checkbox"/>
990	Free	Foster	Processed	Cybersoft Support	07/22/2011	<input type="checkbox"/>
991	Free	Income	Processed	Cybersoft Support	07/22/2011	<input type="checkbox"/>

On the *Batch Summary* screen:

Application Approval List

- Click to print a list of all processed applications.

Batch Cover Sheet

- Click to print a list of all applications in the batch.

Notifying Free & Reduced Meals Online Applicants

Batch Summary

« Check-In Batch

« Go Back To Batch List

This batch is completely processed.
There are applications that are not notified.



Batch Summary

Batch #: 109 Total Free: 3 Application Approval List Batch Cover Sheet
 Total Applications: 3 Total Reduced: 0
 Total Processed: 3 Total Paid: 0

Application Summary Notify

Application #	Eligibility	Basis	Application Status	User	Date	
989	Free	Income	Processed	Cybersoft Support	07/22/2011	<input checked="" type="checkbox"/>
990	Free	Foster	Processed	Cybersoft Support	07/22/2011	<input checked="" type="checkbox"/>
991	Free	Income	Processed	Cybersoft Support	07/22/2011	<input checked="" type="checkbox"/>

On the Batch Summary screen:

- In the header, click  to add check marks to each application listing to send notification letters.
- In the **Application Summary** title bar, click .


http://...PrimerTraining/letterviewer.aspx - Windows Internet Explorer

Processing ...

Print

Printer:
 Name: Ricoh Aficio
 Status: Ready
 Type: Ricoh Aficio 1050 PCL
 Where: Consulting Printer Area
 Comment: 10.0.0.241
☐ Print to file

Print range:
☒ All
☐ Pages from: 1 to: 3
☐ Selection

Copies:
 Number of copies: 1
☒ Collate


OK Cancel

In the Windows *Print* dialog:

- Click .

Batch Summary

[« Check-In Batch](#)

[« Go Back To Batch List](#)

This batch is completely notified.

Batch Summary

Batch #: 109 Total Free: 3
 Total Applications: 3 Total Reduced: 0
 Total Processed: 3 Total Paid: 0

[Application Approval List](#) [Batch Cover Sheet](#)

Application Summary

Application #	Eligibility	Basis	Application Status	User	Date	
989	Free	Income	Notified	Cybersoft Support	07/22/2011	<input type="checkbox"/>
990	Free	Foster	Notified	Cybersoft Support	07/22/2011	<input type="checkbox"/>
991	Free	Income	Notified	Cybersoft Support	07/22/2011	<input type="checkbox"/>

A message appears to let you know that all applications in the batch have been processed and notified.

Validate

Batch # OR Batch Status [Apply](#)

Application Batches

Batch #	Received Date	Total Applications	Batch Type	Batch Status	Date Checked Out	Checked Out By	
109	7/22/2011	3	Online	Notified			Check-In

To see the processed and notified online applications, on the *Validate* screen:

- In **Batch Status**, select "Notified".

▪ Click [Apply](#).

- In the **Batch #** column, click a [BatchNumber](#) link in an Online batch type listing.

Batch Summary

[« Check-In Batch](#)

[« Go Back To Batch List](#)

This batch is completely notified.

Batch Summary

Batch #: 109 Total Free: 3
 Total Applications: 3 Total Reduced: 0
 Total Processed: 3 Total Paid: 0

[Application Approval List](#) [Batch Cover Sheet](#)

Application Summary

Application #	Eligibility	Basis	Application Status	User	Date	
989	Free	Income	Notified	Cybersoft Support	07/22/2011	<input type="checkbox"/>
990	Free	Foster	Notified	Cybersoft Support	07/22/2011	<input type="checkbox"/>
991	Free	Income	Notified	Cybersoft Support	07/22/2011	<input type="checkbox"/>

All processed and notified online applications in the batch are listed.